

PORTLAND ROSE FESTIVAL FOUNDATION SPECIAL EVENTS INTERNSHIP



Job Title: Special Events Intern

Objective: To gain special event experience by assisting Events Team

Reports To: Chief Operating Officer, Event Managers

Length: April - June, 2022. *Start and end dates are flexible.*

Compensation: Hourly wage (\$14/hour), college credit (if applicable), and event tickets.

IMPORTANT: The Special Events Intern is expected to work a minimum 30 hours/week. Regular office hours are 8:00 am to 5:00 pm. Internship hours are flexible based on school course load. Extended hours on event days, including nights and weekends, is required during the Festival season (end of May through beginning of June).

Responsibilities vary according to the needs of the Events Team and may include:

- Support the Special Events team in producing events/programs
- Work directly with Rose Festival Board of Directors and Event Managers
- Track event entries/participants/vendors, permits, and equipment
- Update/manage databases, execute mailings, keep detailed records, filing, etc.
- Provide on-site support during events; take initiative to volunteer for additional tasks and assist event managers as needed
- Manage logistics with event lead on various projects and events
- Assist with sponsor contract fulfillment
- Answer public and vendor inquiries via phone & e-mail
- Recruit, coordinate, and supervise groups of volunteers
- Assist with front-desk reception and a variety of administrative tasks
- Additional responsibilities as assigned

Qualifications:

- Strong desire to gain invaluable experience within a non-profit event organization
- Enrolled at an accredited college or university, or a recent college graduate
- Superior writing, grammar and editing skills and strong oral communication skills
- Excellent organizational skills, resourcefulness and the ability to multi-task
- Proficiency with Microsoft Word, Excel, PowerPoint and Outlook
- General office skills and operation of office equipment (phones, copier, computer, etc.)
- Strong attention to detail and a demonstrated ability to take initiative
- Desire and ability to work in a fast-paced, professional atmosphere with the flexibility to change tasks as priorities require with enthusiasm and team spirit
- Experience in administrating/coordinating events or programs helpful
- Ability to sit or stand for long periods of time, climb stairs, walk several miles, lift 20 to 40 pounds

For more information about the Special Events Internship contact:

Jessica Metteer
Special Events Manager
505.553.4382 or JessicaM@RoseFestival.org

To Apply: Send resume and cover letter by February 1, 2022 to:
JessicaM@RoseFestival.org
Subject: Special Events Internship

Rose Festival Internships supported by:



Let's turn the answers on.