

SUMMER OF THE ARTS
POSITION DESCRIPTION: EVENT MANAGEMENT INTERN
HYBRID INTERNSHIP: REMOTE AND IN-OFFICE

Position Summary: The Event Management Intern will assist the Production Director with the management of all operations and logistics required to successfully execute Summer of the Arts festivals and events. Have a hand in everything from event layouts, and food vendor management to festival set-up and tear-down. We want an individual that will creatively engage with our organization and promote Summer of the Arts and its festivals to our community and potential donors while never losing sight of our mission to provide free, inclusive, all-ages programming to the local community. *This intern must have strong communication skills and maintain confidentiality regarding vendor and operations-related information.*

Hours: This internship is 6 hours per week, with more hours during festival weekends. Internships run February through August. Must be available the weekends of June 4-6 and July 2-4. The internship will be a hybrid model, beginning as a remote internship in February-April, with an in-person commitment of 1 shift per week. This will, of course, depend on future COVID-19 activity.

Compensation: This is an unpaid internship; we highly encourage students to take the internship for academic credit. There will be a *Getting to Know Nonprofits* workshop series and networking opportunities offered throughout the internship.

Essential Duties and Responsibilities

Festival Operations and Logistics Coordination

- Assist Executive Director and Production Director with festival operations and logistics
- From the Production Director, learn how large-scale events are coordinated behind the scenes
- Assist with placement of tents, stages, generators, dumpsters, port-o-potties, vehicles and parking as needed
- Coordinate and manage food vendor applications and requirements. Be the point person for food vendors during festivals
- Inventory and organize Festival Operations items
- Assist Executive Director and Production Director with any festival-related tasks as needed

Knowledge, Skills and Qualifications

- Friendly, outgoing personality
- Motivated self-starter with good time management and organizational skills; strong on follow-through
- Excellent verbal and written communication skills; an effective listener and team player
- Strong degree of integrity and high ethical approach to all aspects of assigned responsibilities
- Knowledge of standard software including Microsoft Office suite
Experience in event or arts management, marketing, communications, or public relations preferred
- Demonstrated experience working with volunteers preferred

Outcomes

- Develop and/or strengthen industry-appropriate skills
- Problem-solve in the moment / think on your feet in the office and at festivals
- Professionally and respectfully communicate in person and in writing
- Understand nonprofit structures, organizing principles, and the impact we have on the Iowa City community

Position reports to: Terri Reeve, Production Director

Email cover letter, resume, and portfolio (if applicable) to:

Lisa Barnes: lisa@summeroftheARTS.org

Andrea Truitt: andrea@summeroftheARTS.org