



2010 PORTLAND ROSE FESTIVAL EVENTS & PUBLIC RELATIONS INTERNSHIP

Objective: To gain special event and PR experience by assisting the Public Relations Manager

Dates: Approximately March/April through June 2010.
Full-time/Part-time. Regular office hours are 8:00 a.m. to 5:00 p.m. Overtime and extended hours on event days, including nights and weekends, required. Start and end dates and office hours are flexible based on school course load.

Important! Portland Rose Festival events take place in the end of May & beginning of June; increased availability after May 15th is strongly recommended for maximum internship experience.

Compensation: A maximum of a \$800 stipend per month, college credit, and event tickets

Responsibilities: Responsibilities vary according to the needs of the public relations and events team. Duties may include:

- Work with the Associate Executive Director and Public Relations Manager to generate awareness of Portland Rose Festival events, programs and policies
- Coordinate Rose Festival's comprehensive media guide
- Assist with coordinating souvenir program, spring brochure and community partner events program
- Assist with on-site public relations and media support needs
- Provide general administrative support to the Public Relations team and the Events Department
- Assist Events Team with writing projects, administration or project management as assigned
- Provide on-site event logistics support as needed
- Document website stats via online tracking system

Qualifications:

- Enrolled at an accredited college or university
- Working knowledge of the communications/news industry
- Superior writing, grammar and editing skills
- Excellent organizational skills
- Effective written and verbal communications skills
- Strong attention to detail
- Desire to work in a fast-paced, multi-tasking atmosphere
- Experience with Microsoft Office (including Access); some training is provided
- Positive attitude, enthusiasm, team spirit
- Ability to stand for long periods of time, climb stairs, walk several miles, lift 20 to 40 pounds

For more information and personal testimonies, please contact these past interns:

Adam Tenuta, 2009 Marketing Intern
Tel: (360) 929-6254
Email: AvTenuta@gmail.com

Laura Mears, 2008 Events Intern
Tel: (503) 421-5705
Email:

To Apply: Send cover letter and resume by December 1, 2009 to:

Portland Rose Festival Foundation
Attn: Public Relations Internship
5603 SW Hood Ave
Portland, OR 97239

The Portland Rose Festival Foundation is an Equal Opportunity Employer.

The job description is not an employment agreement or contract.
Management has the exclusive right to alter this job description at any time without notice.