



2010 PORTLAND ROSE FESTIVAL FOUNDATION SPECIAL EVENTS INTERNSHIPS

Objective: To gain special event experience by assisting event managers

Length: Approximately February/March/April 2010 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 mid-May is strongly recommended for maximum internship experience.

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

Responsibilities:

Responsibilities vary according to the needs of the events team and may include:

- Support the Special Events team in producing up to 10 major events/programs (see our Web site, www.rosefestival.org, for more information on Rose Festival Highlight events)
- Work directly with Rose Festival Board of Directors to plan & produce events
- Organize schedules, meetings, mailings, files, etc.
- Answer event participant and public inquiries via phone & e-mail
- Track event entries/participants
- Update/manage databases
- Recruit and manage volunteers
- Assist with front-desk reception
- Assist as needed with on-site operations during Rose Festival events
- Additional responsibilities as assigned

Additional responsibilities for Waterfront Village Interns:

- Manage on-site office, including reception, customer service & administration
- Provide on-site customer service to exhibitors, vendors, sponsors
- Help coordinate volunteers, talent, daily promotions and other special projects

Qualifications:

- Enrolled at an accredited college or university
- Excellent organizational skills
- Desire to work in a fast-paced, multi-tasking atmosphere
- Experience with Microsoft Office (including Access); training is provided
- Effective written and verbal communications skills; Competent writing ability
- Positive attitude, enthusiasm, team spirit
- Experience in administrating/coordinating events or programs helpful
- 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: Laurdess509@yahoo.com

To Apply: Send cover letter and resume by December 1, 2009 to:
Portland Rose Festival Foundation
Attn: Special Events 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.