



2012 ROSE FESTIVAL SPECIAL EVENTS INTERNSHIPS

Objective: To gain special event experience by assisting event managers.

Length: March/April through June 2012.
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: Rose Festival events take place in the end of May & beginning of June; *increased availability after May 15th is strongly recommended (and preferred) for maximum internship experience.*

Compensation: Maximum \$750 stipend per month, college credit, and event tickets.

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

- Support the Special Events team in producing events/programs (for more information on Rose Festival Highlight events visit rosefestival.org)
- Work directly with Rose Festival Board of Directors and Event Managers
- Assist with writing outlines and contract fulfillment
- Answer public and vendor inquiries via phone & e-mail
- 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
- Recruit, coordinate, and supervise groups of volunteers
- Assist with front-desk reception and a variety of administrative tasks
- Additional responsibilities as assigned

Additional responsibilities for CityFair Interns:

- Supervise on-site office; customer service for patrons.
- On-site customer service for vendors, contractors, and sponsors.
- Coordinate stages and entertainment, volunteers, daily promotions and other special projects.

Qualifications:

- Enrolled at an accredited college or university
- Superior writing, grammar and editing skills and strong oral communication skills
- Excellent organizational skills and the ability to multi-task
- Proficiency with Microsoft Word, Excel, PowerPoint, Access 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 and personal testimonies, request an informational interview from these past interns:

Birgitte Simmons, 2009 Events Intern
Tel: (503) 644-5555
Email: birgitte@wcva.org

Caroll Casbeer, 2010 Events Intern
Tel: (253) 370-9437
Email: casbeerc@gmail.com

TO APPLY send a cover letter explaining why you would be a good fit and resume by December 15, 2011 to:

Portland Rose Festival Foundation
Attn: Special Events Internship
1020 SW Naito Parkway
Portland, OR 97204

or send both as e-mail attachments to:
ashleys@rosefestival.org

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.