

**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, 2019. *Start and end dates are flexible.*  
**Compensation:** Hourly wage (\$12.00/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 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
- (for more information on Rose Festival Highlight events visit [RoseFestival.org](http://RoseFestival.org))
- 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 as 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  
203.227.2681 ext. 318 or [JessicaM@RoseFestival.org](mailto:JessicaM@RoseFestival.org)

**To Apply:** Send resume and questionnaire by February 1, 2019 to:  
Portland Rose Festival Foundation  
Attn: Special Events Internship  
1020 SW Naito Parkway  
Portland, OR 97204



*Let's turn the answers on.*