

Special Event Intern Job Description 2021



Organization:

Downtown Sioux Falls, Inc. (DTSF) is a non-profit corporation committed to continually upgrading and enhancing the vitality of downtown by providing excitement, activity and a positive image within the community through promotions, design, economic development and public relations.

Position:

The Special Event Intern will work directly with DTSF staff to assist in planning, logistics and execution of DTSF events. Earn course credit if desired, build your resume and secure powerful references while gaining hands-on experience. This is an excellent introductory position in the field of event planning offering a flexible schedule, with a maximum of 20 paid hours per week & three-month commitment.

Responsibilities:

- Event attendance including set-up and tear down
- Weekly operation of Moonlight Movies event (every Saturday evening)
 - Weather monitoring
 - Set-up and test equipment
 - Vendor management
 - Tear down and load out
- Contact vendors to move event logistics forward
- Work with committees and/or key volunteers
- Manage databases/ mailing lists
- Distribute event collateral
- Establish logistics for events
- Communicate updates for event specific social media accounts
- Assist communications team with event specific public relations opportunities
- Other duties as assigned

Skills Needed:

- Attention to detail
- Excellent verbal/written communication skills
- Ability to work well under pressure and short deadlines
- Organization and prioritizing skills
- Ability to take initiative
- Excellent time management
- Ability to work independently and as a team member
- Ability to lift 30-40 pounds

Job Qualifications:

- Students or graduates majoring in business management, marketing, communications, public relations, event planning or similar degree with the ability to multi-task and work in a deadline-oriented environment
- Driver's license and vehicle