

T&F Internship



Department – Parks and Recreation
Division – Tourism & Festivals
Location – Depot

PURPOSE

To gain an understanding of festival & special event planning and production in municipal government. To observe and assist in the daily operations of the Tourism & Festivals Division.

MAJOR DUTIES

- I. Observation / Participation 35% of Time
 - A. Observes each position within the Office of Tourism & Festivals
 - B. Assists with basic day-to-day activities as assigned.

- II. Special Projects 50% of Time
 - A. Assist with promotion & production of Jammin' Concerts.
 - B. Assist with promotion & production of Heritage & Freedom Fest.
 - C. Assist with planning Fall Festival.
 - D. Assist with planning Celebration of Lights.

- III. Miscellaneous Activities 15% of Time
 - A. Research creative ways to expand city sponsored events.
 - B. Promote special events by developing press releases, articles for the City's website and government access channel, assuring for accuracy and timeliness.
 - B. Assist with preparations for group tours to various local attractions.
 - C. Perform other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Applicant must have completed 60-100 hours of college coursework with an emphasis in hospitality, event management, or public relations.
- Experience and proficiency with computer programs (i.e. Word, Excel, Publisher, and Adobe Photoshop).
- Excellent verbal and written communication skills.

GUIDELINES

Guidelines are outlined in the volunteer services manual, which is maintained by the Volunteer Services Division and reinforced by division supervisors/staff.

MINIMUM QUALIFICATIONS

Minimum Age: 18
Length of Commitment: TBD with Supervisor
Days/Hours Needed: TBD with Supervisor
of Interns Requested: 1
Background Checks: Basic Advanced Complete

SUPERVISOR

Special Events Manager- Jennifer Hoisington

Volunteer Signature

Date

Supervisor Signature

Date