



Event Planning Internship (15 Week)

Overview

The National Cherry Festival, 15 week Event Planning Internship provides knowledge and education on the process of event planning which includes operating an eight-day festival, National Cherry Festival (NCF). NCF Interns work on projects and in areas including but not limited to general event planning, event finance, warehouse and logistics under the close supervision of the NCF staff. The NCF works with universities in order to meet their respective requirements for students looking to receive credit for their internship.

Expected Outcomes

At the conclusion of the NCF, ***with close supervision***, interns should be able to:

All:

- Confidently answer questions related to the National Cherry Festival via phone, email or in person
- Conduct ticket sales with excellent customer service
- Sign up volunteers based on their wants and abilities and event availability
- Work with a variety of populations (Age, persons with disabilities, etc.)
- Demonstrate teamwork by providing ideas, assisting other departments
- Present relevant topics at Staff Meetings
- Evaluate the Festival as whole through processes such as debrief meetings
- Serve as a liaison to different festival committees
- Be proficient in their specific area of internship

Warehouse/Logistics:

- Successfully work with the Warehouse Director to manage the Festival Warehouse including but not limited to inventory controls, product purchasing, procurement and deployment of product
- Understand Risk Management and Emergency Procedures as it relates to Warehouse and Logistics.
- Facilitate tracking, ordering, and parking of equipment, material and supplies to over 150 events
- Successfully operate heavy equipment with training
- Participate in the Operations Committee



Commitment

This internship requires a full time commitment from the student. Expected work week hours are 40 a week. In addition, the Festival requests that interns attend various after hour meetings related to the preparation of the National Cherry Festival. During the National Cherry Festival week, Interns are expected to be on hand and engrossed in their area of the festival. This internship runs for 15 weeks and employment is not guaranteed upon completion.

Additional information

- This is an unpaid internship. However, the festival does provide opportunities for college credit and an all-access pass to the Festival Events. Additionally, interns will be provided with a stipend of \$2,000 per 15-week block.
- Each intern is closely supervised by a member of the staff and will report to a specific staff member

Qualifications

- Currently enrolled in an accredited college or university
 - Strong project management or organizational skills
 - Highly detail oriented, and ability to effectively manage multiple projects simultaneously
 - Proficiency in Microsoft Office software
 - Ability to effectively communicate information and ideas in written and verbal format, and build and maintain relationships
 - Positive attitude, enthusiasm, and team spirit
 - Experience in coordinating events or other programs is a plus
 - Ability to lift 50 pounds
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