



## Event Internship (3 Week)

### Overview

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The National Cherry Festival, 3 week Event Internship provides knowledge and education on the process of event operations of an eight-day festival, National Cherry Festival (NCF). NCF 3 week Interns work on projects in areas including but not limited to general event operations, ticket sales and gate control, 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

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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 assisting other departments
- Evaluate the Festival as whole through processes such as debrief meetings

### General internship duties:

- Work on the operations team for Festival set up and tear down (requires manual labor)
- Assist in the office with phones and festival inquiries (requires familiarizing oneself with the festival's website and event prior to internship arrival)
- Assist primarily in area where assigned during festival week. Assignments include but are not limited to:
  - Operations
  - Volunteers
  - Finance
  - Box Office
  - Social Media
  - Volunteer fill in for events



### **Commitment**

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During the lead up to the National Cherry Festival, the week of the festival and the tear down, interns are expected to be on hand and engrossed in the festival.

### **Additional information**

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- This is an unpaid internship. However, the festival does provide housing, opportunities for college credit and an all-access pass to the Festival Events. Additionally, interns will be provided with a stipend of \$150.
- Each intern is closely supervised by a member of the staff and will report to a specific staff member

### **Qualifications**

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- 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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