



## **Cultural Coalition Events Management Intern**

Cultural Coalition is currently seeking an events management intern to assist in the creation, implementation, and production of festival events by Cultural Coalition while supporting its mission. The events management intern reports to the Events Manager.

### **Duties and Responsibilities**

- Assist the Events team with multiple festivals
- Assist in the creation of event vendor materials and communication
- Assist with load in/out logistics
- Event planning & organization from conception to completion
- Assist the Event team with day-of signage or promotional materials
- Assist in the set-up, production, & clean-up on event days

### **Qualifications**

- Basic knowledge of Google Business Suite tools: Docs, Sheets, Slides, Etc
- Personal computer access (For remote work)
- Attention to detail
- Excellent written and verbal skills
- Time management skills
- Ability to work independently and as part of a team
- Ability to meet deadlines

**Compensation:** Monthly Stipend of \$320.00

**Duration:** 8 hours a week for 4 months - January through April

**Work Environment:** Combination of in-office, on location, and remote work

**To Apply:** Submit cover letter and resume to [festivals@culturalcoalition.com](mailto:festivals@culturalcoalition.com), with the subject line: Event Management Intern Application