

# Events Internship

## Arizona Citizens/Action for the Arts



[www.azcitizensforthearts.org](http://www.azcitizensforthearts.org)

514 W. Roosevelt Phoenix, AZ 85003

**Dates of Internship:** Fall 2011, Spring 2012 or a 9-Month Associate internship spanning Sept-May

**Hours:** 12-15-hrs/week. A consistent schedule will be established.

**Compensation:** You may be eligible for University credit for your internship (course/credit must be identified and arranged by intern with counsel from his/her university advisor). This is an unpaid internship.

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## Job Summary

**The Events Intern should be energetic, organized and possess the ability to multi-task, be a self-starter, and a problem-solver.** Intern will be responsible for assisting in all aspects of the planning and coordination of AzCA/AA's events; Theatre Night (exact date tbd Nov/Dec 2011), Legislative Night at ATC (Spring 2012), Arts Congress (Feb 8, 2012) & The Governor's Arts Awards (Spring 2012). The intern should be able to interact professionally with varying groups of people including staff, volunteers, contributors, elected officials, board members and vendors.

## Internship Responsibilities

1. Work alongside staff, committees and/or key volunteers to help move event tasks forward
2. Will be expected to attend a few planning committee meetings.
3. Assist in researching vendors for quality and pricing.
4. Assist with record keeping details and general office needs related to the events. Use Word and Excel to manage lists and create merges. Make follow-up phone calls as needed.
5. Help to establish logistics for the events
6. Assist with online promotion including Facebook, Twitter and calendar submissions
7. Assists in procuring and organizing materials and supplies needed for the event
8. Assist in identifying volunteer needs for each event and recruiting volunteers
9. Day of event(s): assist with set-up, train volunteers, registration, raffle/auction, tear-down, and jump in where needed. Transporting supplies to and from events.
10. Post event – attend briefing meeting, returning borrowed items, event follow-up.

## Knowledge, Skills & Abilities

1. Excellent verbal and written communication.
2. Proficient in Word, Excel, Outlook and Internet research
3. Must be detail oriented
4. Educational background in Communication, Non-Profit Management, Tourism Management
5. Interest in Event management, Event Administration or Arts Administration

## Physical Requirements

Must be able to lift and move up to 20 pounds, and in cases of special events, the ability to stand or sit for extended periods of time. Some bending and stretching may be required.

## How to Apply

Please submit the following by email to [info@azcitizensforthearts.org](mailto:info@azcitizensforthearts.org)

1. A one page letter of inquiry, speaking to coursework, experience or special interests related to the posted position, and what you hope to gain from this internship.
2. Resume
3. List of at least three professional/academic references.

\*Students should specify which semester they are wishing to fulfill the internship: Fall 2011, Spring 2012, or the 9-Month Associate internship. Fall & Spring semester totals approximately 150-175 hours. The 9-month Associate Internship is approximately 350-400 hours.

Arizona Citizens for the Arts is a nonprofit arts advocacy organization. Visit our website to find out more about us and what we do at [www.azcitizensforthearts.org](http://www.azcitizensforthearts.org)