

Fort Monroe Authority

Position Description – Special Events Intern

- Job title:** Special Events Intern
- Dates and Hours:** Various dates (approximately 30 working days) to begin May 29, 2017 and ending September 1, 2017. Hours will vary by event. This position requires nights, weekends and holidays (Specifically July 4, 2017).
- Department:** Special Events
- Category:** Intern - Unpaid
- Work conditions:** Office environment in historic building, not ADA accessible. Lifting less than 60 pounds. Outdoors.
- Reports to:** Director of Special Events and Special Events Coordinator
- Goal:** A qualified candidate will produce a portfolio of Fort Monroe Authority 2017 events produced or supported by the Special Events Department at the conclusion of the internship. The portfolio will include brochures, photographs, social media marketing materials that were created in the summer, and provide a comprehensive report documenting special events at Fort Monroe for historical records and future marketing materials.

Responsibilities:

1. Provides assistance with special events including; set-up and assisting guests by providing general information i.e. directions to events, taking photographs and assisting with clean-up.
2. Aids Special Events Coordinator with the oversight of volunteers during events.
3. Assists the Special Events Coordinator with the production of event materials and stock photography specific to the Special Events Department as needed.
4. May be required to assist with documenting special events at Fort Monroe utilizing video and photography.
5. Produce programs and brochures for weekly concerts and other events as required.
6. Assists the Special Events Department by distributing marketing materials to local businesses, retirement communities, special interests groups, and various other organizations.

Qualifications:

- Effective time management skills essential
- Ability to multi-task
- Excellent communication skills
- Initiative, drive, common sense, creative flair, and flexibility essential
- Strong working knowledge of Microsoft Office products
- Candidate must be enrolled in a Recreation, Communications, Marketing, Hospitality, or similar degree program.

Email or post cover letter, resume, transcripts (unofficial), 2 academic/professional references, and availability to:

Joan F. Baker

Human Resources Manager

jbaker@fmauthority.com

Or mail to:

Joan F. Baker

Human Resources Manager

20 Ingalls Road

Fort Monroe, VA 23651

Incomplete applications will not be accepted.

The Fort Monroe Authority is an EEOC compliant employer.