



## Job Description

**Job Title:** Event Intern  
**Reports to:** Event Coordinator/ Event and Venue Sales Manager

### **General Position Summary:**

The Event Intern is responsible for assisting in the support of Vulcan Park Foundation events, private events, and venue management. Student interns will assist the Event Coordinator with booking and planning events, communicating with vendors, staffing events, and various administrative duties.

### **Primary Duties:**

- Assist in the coordination and execution of events, ensuring all logistics are managed effectively
- Support the team with creating and managing event timelines and task lists.
- Brainstorming and conceptualizing event ideas, themes, and formats
- Communicate with vendors and suppliers to ensure timely delivery of event materials and services
- Assist in the setup for community events, including tables, chairs, decorations, signage, and registration areas
- Ensure that event spaces are organized, clean, and ready for attendees.
- Provide on-site support during community events, helping to coordinate activities, troubleshoot issues, and manage event flow
- Assist with the preparation of event materials, including agendas, programs, and other documents

### **Secondary Duties:**

- Provide general administrative support to the event team and other departments as needed
- Take on additional tasks to help ensure the successful planning and execution of events
- Reports incidents and accidents to Event Coordinator
- Other duties as assigned; or other duties can be added based upon intern's specific field of study, course requirements, or interest

### **Job Scope:**

The Event Intern performs duties under direct and/or general supervision, operating from established directions and guidelines.

### **Supervisory Responsibility:**

None

### **Interpersonal Contacts:**

The Event Intern has primarily external contacts. The most common external contacts are with customers booking private events, caterers, security, and other vendors. Internal contacts are with



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management, full time staff, and support staff. Internal interactions involve information exchange, problem solving, and ongoing job training. External interactions involve information exchange and problem solving.

### **Specific Job Skills and Personal Attributes:**

- Strong verbal and written communication skills
- Excellent organization skills and attention to detail
- Ability to complete work and manage time without direct supervision
- Ability to work within deadlines
- Excellent interpersonal skills, with an ability to interact with different personality types
- Willingness to adapt to flexible schedule and respond to unanticipated needs
- Self-motivated
- Ability to maintain a high level of professionalism and a positive attitude
- Ability to read, write, and speak English proficiently
- Familiarity with computers and corresponding software, including MS Word Office Suite and Foundation's POS software, Versai

### **Education and Experience:**

- Must be a current student or recent graduate
- Course study towards a bachelor's degree at an accredited four-year institution; preference given to candidates studying hospitality, event management, communications, or related fields.

### **Job Conditions:**

This position requires the individual to work alone or with others and/or work within the event schedule which includes early morning, night and weekend events and meet multiple, firm deadlines. This position also requires:

- The ability to stand or sit for long periods of time
- The use of a computer for long periods of time
- Exposure to various stimuli
- Lifting up to 30 pounds
- Reacting quickly to emergencies

Vulcan Park Foundation is an Equal Opportunity Employer.