



***** Job Opportunity *****

Summer Internship 2018

Are you planning to have a career in Event Planning and Execution? Do you want to make a difference by helping facilitate a full weekend of joy for your community? Join the Lumberjack Days team by working as a Summer Intern for one of the most historic events in the Midwest and gain experience working with a determined volunteer based 501C3 to plan and execute the event. Please see the following particulars:

Must haves:

- ✓ Outgoing personality and willing to effectively communicate with a wide range of people.
- ✓ Be enrolled in a College Level program for Sales, Marketing, Event Planning, or similar program.
- ✓ Availability from mid-May through early August for part time, day and some evening work.
- ✓ Have access to email and phone.
- ✓ Ability to work in Excel, Word, and Google Docs.
- ✓ 20 hours per week (will satisfy college Internship Requirements).

Duties:

- ✓ Help the various Officers plan and execute this volunteer-based community event.
- ✓ Attend planning meetings with Officers and City Staff, Security Contractor, Insurance Partners, and Volunteer Coordinators for assistance with maps, safety plans, emergency plans, etc...
- ✓ Coordinate with Lumberjack Days Board of Managers and Officers the Sponsor Benefits.
- ✓ Coordination of event infrastructure contractors to load in and set up for event.
- ✓ Work throughout the event with staff in varied capacities for complete event execution.
- ✓ Assist in event close-out and final walk-through of event grounds.
- ✓ This is an unpaid internship, but you will gain internship credit, valuable experience in planning and executing a large community event, and festival benefits

Please submit complete resume and cover letter in .pdf or .doc format with the word "I Want to Intern" in subject line to: thelocals.stillwater@gmail.com