



Position Title: Events Team Intern

Reports to: Director of Sales & Events

Hours: 10-12 hours/ week, 2-3 days/week

Duration: May 1st, 2024 - July 31st, 2024

Position Description:

Join our Events Team as a Summer Intern at Heritage Hill State Historical Park! We are seeking a dynamic and motivated individual to contribute to the planning and execution of a diverse range of events, including private gatherings and community events. This exciting internship offers hands-on experience and stipend compensation for the duration of May 1st, 2024, to July 31st, 2024.

Responsibilities:

- **Event Coordination:** Assist in planning and coordinating private events and community gatherings at Heritage Hill State Historical Park.
- **Logistics Management:** Support the logistical aspects of events, including venue setup, coordination with vendors, and on-site management.
- **Physical Requirements:** Ability to lift and carry up to 50 lbs, as the role may involve moving event equipment and materials.
- **Communication:** Engage with clients and stakeholders to understand event requirements and ensure smooth communication throughout the planning process.
- **Marketing Assistance:** Collaborate with the marketing team to promote events through various channels, including social media and community outreach.
- **Problem-Solving:** Proactively identify and address potential challenges during events to ensure a seamless experience for attendees.
- **Documentation:** Maintain accurate records and documentation related to event planning, including budgets, timelines, and vendor contracts.

Qualifications:

Currently enrolled in a relevant degree program or recently graduated.

Strong organizational and multitasking skills.

Excellent communication and interpersonal abilities.

Ability to work independently and as part of a collaborative team.

Passion for events and a creative mindset.

Able to lift

Time Commitment:

This is a summer internship position at Heritage Hill State Historical Park, with a fixed duration from May 1st, 2024, to July 31st, 2024, requiring approximately 20 hours per week.

How to Apply:

Interested candidates should submit their resume and a brief cover letter outlining their interest in the position to diana@heritagehill.org The application deadline is 04/01/2024.



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POSITION DESCRIPTION
EVENT INTERNSHIP

Note: This position description is for illustrative purposes only and may be subject to change based on the specific needs of Heritage Hill State Historical Park.