**Position Title:** Events Team Intern

**Reports to:** Director of Sales & Events

**Hours:** 15-20 hours/ week, 2-3 days/week

**Duration:** June 2nd, 2025 - August 30th, 2025

**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 June 2nd, 2025 - August 30th, 2025.

**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.

**Time Commitment:**

This is a summer internship position at Heritage Hill State Historical Park, with a fixed duration from June 2nd, 2025 - August 30th, 2025, 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](mailto:diana@heritagehill.org) The application deadline is 05/01/2025

*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.*