SPECIAL EVENTS INTERNSHIP

(paid internship)

*Midtown Events seeks highly motivated, self-starting students passionate about community events. Internships are paid and can be flexible.*

**ABOUT MIDTOWN EVENTS, LLC:** Midtown Events is dedicated to planning and producing events that enhance the sense of community at North Hills, a mixed-use development located in Midtown Raleigh. These Special Events host a wide variety of guests.

**EVENT PLANNING & PRODUCTION RESPONSIBILITIES**:

* Assist with planning & production of special events - numerous dates and types to include concerts, farmers markets, fitness events, kids events, etc.
* General correspondence with prospective vendors/guests/merchants/entertainment acts/public safety officers
* Identify and research opportunities for guest involvement or value-added activities
* Utilize and help maintain logistical planning tools - spreadsheets, site maps, timelines, etc.
* Pre/post event production duties include equipment set up & tear down - will require reading a site map and following a timeline

**EVENT PROMOTION RESPONSIBILITIES:**

* Social media promotion & grassroots marketing
* Act as an Ambassador of North Hills - specifically looking for a professional attitude coupled with an energetic rapport - *a customer service focused individual*

**REQUIREMENTS**:

* Effective communication skills are a must!
* Must be able to lift 25 lbs. and work outdoors as needed for event execution
* Capacity to see the "big picture" while focusing on "small details" related to event planning
* Ability to prioritize and multitask is essential
* Proficiency with MS Office Suite, Facebook, Twitter, Instagram, & Tik Tok
* Must be currently enrolled as an undergraduate or graduate student
* Reference from professor, club advisor or past-employer on timeliness/character is REQUIRED

**INTERNSHIP DATES:** April - November 2023

**HOURS:** Roughly 10 hours per week – *Hours may vary depending on event schedule.*

**PAY:** $12/hour

PLEASE SUBMIT RESUME & REFERENCES TO:

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