



**Special Events Intern  
Bainbridge Island Metro Park & Recreation District**

Work Ready Bainbridge is a summer employment and workforce certification program connecting local youth employees (ages 16-24) with employers and the local business/nonprofit community on Bainbridge Island. Some employers may offer more than 20 hours per week or additional weeks beyond the standard eight week internship. To qualify for the completion certification and \$500 scholarship, all youth employees must attend the three required professional workshops.

Location: 11700 NE Meadowmeer Circle

Terms: 20 hours/week for 8 weeks

Salary/hourly rate: Hour/\$17 per hour

Start Date: 6/24/2024 (date is flexible)

About the role:

Under the supervision of the Community Outreach Manager, the Special Events Intern will lead all aspects of preparation and implementation for one Sounds of Summer concert. Responsibilities also include volunteer and vendor recruitment, marketing coordination, and run of show. The intern will greet and direct all involved on day-of, problem solve, gather event data, and present a post-event report. Additionally the intern will also prepare and present a proposal for a potential new special event.

Job Responsibilities:

With guidance from the Supervising Manager, Intern job responsibilities include, but are not limited to, the following:

- Assist with all phases of event planning from inception to day-of implementation
- Assist with vendor recruiting and tracking
- Assist with volunteer recruitment, communication, and tracking
- Coordinate with Marketing team to create event materials and social media posts
- Collect data and report event outcomes
- Attend event-related meetings
- Attend and assist with running of evening concerts in July and August
- Complete other administrative tasks as needed

### Minimum Qualifications:

- Currently attending high school
- Proficiency with Microsoft Suite, particularly Excel and Word
- Strong written and oral communication skills
- A strong interest in learning all aspects of event management
- The ability to quickly learn and process information
- A high degree of flexibility and problem-solving skills
- Ability to stay calm and quickly adapt to resolve unexpected adversities in high-pressure moments

### Preferred Qualifications:

- Experience with Microsoft Outlook and Teams
- Familiarity with and understanding of event planning and management
- Event-related experience that demonstrates sound judgment and the ability to adapt to new situations

