



Special Event Intern

Description

Intern will assist in event coordination for EXPO GOWANUS, a carnival of art, science and sustainable design. This annual community event will take place on May 19, 2018 at Thomas Greene Park in Brooklyn. Planning is led by the Gowanus Canal Conservancy, with over 30 Brooklyn organizations that bring interactive exhibits, including recycling and reuse, STEM (science, technology, engineering and math), sustainable design, water conservation, arts, ways to get involved in local parks and more. 1,000 people are expected to attend the event.

Intern Role

Support the Event Manager and planning team on event coordination tasks such as:

- Securing City event permits, logistics and scheduling
- Attend planning meetings
- Assist in managing volunteers
- Assist with promotion including flier distribution, developing a social media plan
- Assist in coordinating vendors such as photographer and event programming, including arts, science and sports activities
- Play a coordination role on day of event
- Opportunities to assist in other aspects of the event planning and execution and other spring GCC events

Qualifications / Expectations

- A strong interest in gaining experience in event planning and execution. Some event planning experience is desired but not required
- An interest in and some experience in social media and communications
- Some experience managing volunteers desired
- Ability to think on one's feet and solve problems creatively
- Reliable and responsible
- Detail oriented, meets deadlines
- Collaborative, takes initiative in a calm and productive manner
- Comfort with Adobe Creative Suite software, desired but not required
- Some skills in graphic design, desired but not required

Schedule/Hours

Approximately 5-10 hours a week with hours increasing toward the event. Must be available day of event, Saturday, May 19, from set up through break down (approx. 7am - 6pm)

Apply

Submit your resume and a cover letter describing your interest and qualifications for this position to christine@gowanuscanalconservancy.org