

Summary

WaterFire Sharon is a series of innovative, multi-sensory performance events scheduled for late-summer/early-fall each year on the Shenango River and within downtown Sharon.

The WaterFire Marketing Internship provides a unique learning opportunity for individuals interested in careers in event management and related fields. This position offers invaluable hands-on training and experience through participation in event projects and assignments that allow for the practical application of academic knowledge and the development of business skills. Interns will work with directors in such areas as public relations, marketing, advertising, financial management, fundraising, development, special events and administrative work, experiencing the day-to-day operations producing a multi-media performing arts event series.

Duties and Responsibilities

Our marketing intern will help in the following areas:

- Assist in strategic planning for upcoming event series while operating within budget.
- Basic website and Facebook updates (no HTML knowledge necessary).
- Assist in the planning and organizing of fundraisers and VIP events.
- Contact, schedule and coordinate related arts events, exhibits and vendors.
- Administer artist and vendor contracts and riders.
- Correspondence (including composition of thank you letters) with donors, artists, other agencies, organizations and groups.
- Maintenance of donor level database and cultivation notes.
- Create event checklist and calendar.
- Obtain price quotes and bids.
- Assist in the development of advertising campaigns and promotional and advertising materials.
- Prospective donor and grantor research.
- Development of individual giving solicitation mailings.
- Confirm meetings in advance and prepare required materials.

Details

Our intern will be paid \$10 per hour and can start immediately. The intern will be expected to work 2-10 hours per week while school is in session, then move to 30-40 hours per week during the summer months. Our office is located in downtown Sharon.

Education Requirements

Working towards a bachelors degree in business, nonprofit management, or entrepreneurship.

Desired Qualifications

- Work well with public and staff - have a commitment to diversity and proven ability to work effectively with persons of diverse backgrounds and abilities.
- Be able to work independently, under pressure and handle multiple projects simultaneously.
- Have strong verbal and written communication skills.
- Familiarity with Word, Excel, Publisher, and Outlook Programs.
- Ability to work independently and complete assigned tasks within identified time-frames.
- Positive attitude, flexibility and problem solving mentality.

Contact Information

Candidates should fill out our Internship Placement Form by visiting www.opencommunityconnections.org. Simply click "I Want To Be An Intern" under the Internships tab to view the form.

Please contact Community Connections with any questions:

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