



Downtown Tempe Authority Mission

The DTA shall act as a vehicle to positively impact and drive the future of our city's urban center and be a steward of the existing assets and resources.

Intern Position Available

Description

Downtown Tempe Authority is looking for a qualified intern to join our team. This intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in various aspects of business improvement districts, event planning and management.

Responsibilities

- Recruitment of parade units for our street parade and boat parade
- Ability to complete research projects in a timely manner
- Artist and food vendor recruitment for our 6th Street Market
- Obtain event permitting
- Participate in event planning and execution (weekend and some evening work)
- Data entry
- Other projects as assigned

Qualifications

- Proficiency in MS Word, Excel and Outlook
- Proficiency in Visio and Infusionsoft a plus
- Strong attention to detail
- Self-starter
- Excellent verbal and written communication skills
- Excellent critical thinking/problem solving skills
- Task oriented
- Works well in a team atmosphere

Additional Information:

- The intern position will be located at the DTA offices on Mill Avenue & 3rd Street.
Parking will be provided
- Rate of pay is \$10.00/hr



To Apply:

Please send a resume and cover letter to events@downtowntempe.com. In addition, please attach answers to the following questions or answer these questions in your cover letter.

1. What is your favorite downtown and what do you find so compelling about it (don't say Tempe)?
2. If you were to go on a weekend getaway to an urban destination, describe your two day itinerary? You can make this specific to a downtown or generic, whichever you prefer.
3. Why do you really want this position with the DTA and how are you a good fit for us?