



Events Intern

Downtown Tempe Authority (DTA) is seeking a qualified intern to join our team for Fall 2019-Spring 2020. 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 and event planning and management.

Responsibilities

- Participate in event planning and execution of our events and placemaking activations (weekends and some evening work)
- Manage and recruit for the 6th Street Market on Sundays
- Manage our Thursday night kickball league
- Recruitment of parade units for our street parade and boat parade
- Ability to complete research projects in a timely manner
- Obtain event permitting
- Data entry
- Other projects as assigned
- Management of events calendar and news racks

Qualifications

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

Schedule

- Must be available to work:
 - Sundays Mid-October through April
 - Kickball league Tuesday/Thursday nights end of August-October
 - Fall Tempe Festival of the Arts (12/6-12/8)
 - Fantasy of Lights Opening Night Parade (11/30)
 - Fantasy of Lights Boat Parade (12/14)
 - Spring Tempe Festival of the Arts (3/27-3/29)

Assignment

Please answer the following questions.

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?

Additional Information:

Submit you're your answers and resume to events@downtowntempe.com. The hours of this position will vary between 15 and 20 hours per week and will include evenings and weekends. Extended hours may be needed during event season. The DTA is located at 310 S Mill Ave #201, Tempe AZ 85281.

Parking: provided

Rate of pay: \$11.00/hr