



Edison Festival of Light Event Management Internship

Description:

The Edison Festival of Light is seeking undergraduate and graduate students interested in gaining experience in the nonprofit environment.

The Edison Festival of Light is a nonprofit, volunteer, self-supporting organization that plans, organizes and promotes Southwest Florida's largest festival. The Festival is a celebration of innovation, tradition, and education and takes place in February each year and consists of 22 events and involves a half million people.

The Event Management Intern will report directly to the Marketing & Event Coordinator in the area of event management. This is an unpaid, six-month internship offered each semester (fall, spring, summer).

Responsibilities:

The Event Management Intern will be responsible for assisting the Marketing & Event Coordinator in supporting initiatives and special events organized and delivered throughout the Edison Festival of Light.

- Serves as general support for operations area;
- Review and evaluate current materials and checklists for special events and programs;
- Prepare checklists, templates, and other materials that could be used by the Edison Festival of Light and other partner organizations for use at various events;
- Updates production schedule and scripts;
- Serves as back up for any other production, office, and event needs;
- Collaborate with current staff to write operating procedures for planning various events and programs;
- Researches potential vendors and suppliers for use through special programs;
- Develops tracking sheets and other assessment instruments to track the impact of program and event procedures;
- Keeps track of special event equipment;
- Other duties as assigned.

Learning Outcomes:

Under direction and supervision of the Event Coordinator, the student will learn the following:

- Increase proficiency in specific business disciplines such as logistics, event budgeting, communications, and more;
- Develop and improve skills in event planning, community development, public speaking ;
- Observe and participate in organizational operations and decision-making;
- Meet professional role models and potential mentors who can provide guidance, feedback, and support;



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- Expand network of professional contacts;
- Develop and maintain a solid work ethic and professional demeanor, as well as a commitment to ethical conduct and social responsibility.

Requirements:

- Must currently be enrolled at an accredited college or university;
- Strong language and communication skills (written and oral);
- Exceptional organization skills;
- Ability to work with people from diverse backgrounds;
- Enthusiastic and positive attitude toward helping others;
- Ability to work both independently and in team settings;
- Demonstrated commitment to learning and continuous improvement;
- Self-motivated, flexible, quick learner, and possesses a high level of personal integrity;
- Detail-oriented with ability to meet deadlines, both prescribed and self-imposed;
- Experience in special events preferred, but not required.
- Detail and task oriented.
- Ability to work independently to bring a project to completion and skills in facilitating partnerships, developing collaborative projects, prioritizing and managing multiple tasks.
- Computer skills in Excel, Word and data reporting.
- Ability to multi-task, establishes priorities, meet deadlines, and successfully manage numerous projects simultaneously.

Please note: Due to budget constraints, Edison Festival of Light interns *may* need to have and bring in their own laptop computer (or a similar device such as a tablet, iPad, etc.) with appropriate software, to use during work hours. The work takes place in downtown Fort Myers.

Please e-mail or drop off a copy of your resume, cover letter, and a list of three references to volunteers@edisonfestival.org or to:

Internships

Edison Festival of Light

Post Office Box 339

Fort Myers Florida 33902