



Edison Festival of Light Retail Support Internship

Description:

The Edison Festival of Light is seeking undergraduate and graduate students interested in gaining experience in a 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 Retail Support Intern will report directly to the Executive Director of Development and Marketing & Event Coordinator in areas of merchandise sales, promotion of merchandise, organizing inventory for both in-person and online sales, producing financial reports, assisting in graphic design, and providing general support. This is an unpaid, six-month internship offered for any semester (fall, spring or summer).

Responsibilities:

- Provide customer-centric service to merchandise sales customers, in person, online, and on the phone
- Promote festival merchandise at offsite events;
- Assist with merchandise sales organization;
- Assist with physical inventory counts and financial reports;
- Assist in graphic design and merchandising displays;
- General retail support and other responsibilities as needed;
- Effectively communicate with all levels of staff and external audiences;
- Maintain consistent compliance with Edison Festival of Light Volunteer and Intern policies;
- Assist and facilitate staff on individual projects as necessary.

Learning Outcomes:

Under direction and supervision of the Executive Director of Development and Marketing & Event Coordinator, the student will learn the following:

- Increase proficiency in specific business disciplines such as customer service and inventory control;
- Develop and improve business skills in communication, merchandising, and accounting procedures;
- Observe and participate in organization operations and decision-making;
- Meet professional role models and potential mentors who can provide guidance, feedback, and support;
- 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.



Edison Festival of Light Retail Support Internship

Requirements:

- Interest in Retail Sales and Management
- Must currently be enrolled at an accredited college or university
- Strong verbal and written communication skills
- Strong organizational skills
- 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
- Degree of professionalism, especially when dealing with people
- Ability to multi-task, establish priorities, meet deadlines, and successfully manage numerous projects simultaneously
- Background in graphic design and graphic design applications
- Proficiency in all Microsoft Office applications.

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