



**Position Title:** Event Assistant Internship

**Department:** Special Events

**Supervisor:** Mellowship Entertainment

**Position Type:** Unpaid Internship

**Priority Application Deadline:** March 31, 2021

**Timeframe:** August 25 – October 3, 2021

### **Position Summary**

The Event Assistant Internship provides a student or recent graduate with the opportunity to experience event production and management from a variety of different perspectives. Students in this role will have the opportunity to engage with professionals in the entertainment and fair industries, as well as gain hands-on experience assisting with event production, stage management, artist hospitality, parade coordination, and other entertainment experiences.

The intern must be available 2 days per week August 25-September 16 and a minimum of 8 days during the 17-day run of the fair. Specific days and hours can be negotiated and most schedules can be accommodated.

Interns receive a 17-day pass to the fair, two guest passes, and additional on-site benefits ranging from food vouchers, circus admission, and other perks (additional benefits vary).

### **Position Requirements**

- Successful completion of at least two semesters (or equivalent) of college work
- Must be able to lift and move 25lbs
- Strong communication skills
- Customer satisfaction-oriented
- Attention to detail
- Sense of humor and ability to have fun while maintaining a professional atmosphere

### **To Apply**

Please fill out our online application form - <https://tinyurl.com/ESEInterns> - and include your resume and cover letter. Only completed applications that include a resume and cover letter will be considered. Positions are open until filled. Questions regarding the application process can be addressed to [employment@TheBigE.com](mailto:employment@TheBigE.com).

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