



## Job Description: Special Events Intern

This is a paid internship for eligible undergraduate college interns.

### Overview

Glendale Arts is seeking an intern to assist with the planning, marketing, and execution of Glendale Arts and Alex Theatre fundraisers including a Comedy Night (November), End of Year Giving, and The Illuminate Dinner (January). The events will combine live-streamed and pre-recorded content.

The Special Events Intern will participate in a variety of core functions of event execution, including but not limited to: learning what it takes to produce a large-scale event, being present and working the event, learning about the post-production process, as well as assisting with event planning, marketing, and promotion.

### Eligibility

To be eligible to participate, students must:

- Be currently enrolled in a community college, four-year college or university program. (Recent graduates may apply as long as they have completed their degree between May 1 - September 1, 2020.)

AND

- Either reside in Los Angeles County or attend school in Los Angeles County.

### Timeline

Although flexible, the preferred start date for the internship is October 5, 2020 with an end date of February 12, 2021. Intern must work a minimum of 15 hours per week and a total of 400 hours for the duration of the internship. Based on current LA County health and safety guidelines, the Glendale Arts staff is working remotely and will be selecting a model to safely return to the office as further developments occur.

The Special Events Intern will primarily work remotely, although some in-person meetings may occur at the Alex Theatre or Glendale Arts Administrative Office in Downtown Glendale. Any in-person meeting will be scheduled in accordance with Glendale Arts' Safety Protocols and in compliance with Los Angeles County's health and safety guidelines.

Intern must be available to work

- the week of November 23rd (excluding Thanksgiving holiday), November 30<sup>th</sup>, and December 1st.
- the weeks of January 25th and February 1st as well as the event date (TBD - either Saturday January 30 or February 6).

The hours of the internship are flexible around school schedule.

### Position Description

The Special Events Intern will work with our team to plan, promote and execute events that benefit Glendale Arts and the Alex Theatre. The intern will draft marketing and social media content and calendars, oversee and ensure the delivery of materials, research new advertising/marketing opportunities, assist with event planning and logistics, and build relationships with businesses, artists, vendors, and more.

There are three main job functions associated with producing events:

### Marketing

- Work with in-house team in requesting, creating, editing and monitoring production of marketing collateral.

- Draft creative and relevant copy for promotional use in social media and advertising.
- Research potential markets and channels for promoting the event.

### **Event Production**

- Assist with event planning and logistics.
- Draft clear event communications.
- Provide in-person or remote assistance for the run of the show

### **Administration**

- Update all documents and email appropriate stakeholders regularly.
- Maintain and update event contact lists and event calendar.
- Assist with archiving and saving documentation.

### **Internship Goals**

The goal of this internship is to help propel the intern into working in the non-profit events management sector. By the end of the internship, the intern will gain hands-on experience in the field of non-profit event marketing and event production and be trained on the best practices of this sector. These are skills to take to any future place of employment.

### **Desired Skills/Knowledge**

- Proficiency in Google Drive and Microsoft Office, particularly Excel and Word.
- Proficiency of the Adobe Creative Suite (Photoshop, InDesign, Illustrator) a plus.
- Must be detail-oriented and organized and have excellent verbal and written communication skills.
- Ability to take direction, work independently, multitask, and adapt to change.
- Knowledge of WordPress or similar content management system is a plus.

### **Anti-Discrimination and Harassment Policy**

Glendale Arts maintains strict policies against any form of discrimination or harassment and is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Glendale Arts expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

### **Equal Opportunity Employer**

Glendale Arts is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status.

Glendale Arts believes an inclusive artistic culture must involve the full coalition of people in the region, including diversity of race/ethnicity, gender, sexual orientation, national origin, age, disability status, religion, class, and indigenous heritage. Glendale Arts is committed to providing access to meaningful, engaging, affordable, and quality arts experiences for all members of the community. Our vision is of an inclusive and diverse community—powered by the arts and artists—which, through the arts, encourages appreciation and respect for the narratives that every group and person brings to the community.

**To apply, submit a resume, a cover letter, and PDF or link to writing samples (such as social media posts, copywriting/blogs, or emails which demonstrate your writing capabilities) to Alexis Colett at [info@glendalearts.org](mailto:info@glendalearts.org).**