

## **Downtown Dayton Partnership**

### **SPECIAL EVENTS INTERNSHIP**

The Downtown Dayton Partnership, a strategic planning organization located in the heart of downtown Dayton, is seeking a part-time fall and winter Special Events intern to work an average of 15-25 hours per week.

Position can continue into the spring semester, part-time, and can be full-time during the summer of 2022.

This is a paid internship that also provides reimbursement for parking.

### **SPECIAL EVENTS & MARKETING DUTIES:**

- Assist the Special Events team with all aspects of the events organized by the DDP, with special emphasis on the daily needs associated with the summer lunch time entertainment program *The Square Is Where* which runs through September and *Noontime Entertainment*, a lunch-time Holiday program. Intern will also play a major role in planning the 46<sup>th</sup> annual Dayton Holiday Festival. Additional responsibilities with *Summer in the City* and *First Friday* events will be assigned as needed.
- Assist with the brainstorming process to come up with programming ideas for these events
- Assist with coordinating vendors and entertainment for events
- Assist with the marketing and promotion of these events, including the physical distribution of promotional materials (posters, flyers, programs, etc.) to downtown businesses
- Contact local businesses to confirm participation in other events, such as First Friday and/or Summer in the City events
- If working through September, responsible for the day-to-day set up of Courthouse Square for the lunch hour. Duties may include:
  - Greet and tend to any performer needs
  - Work with partner organizations to execute planned activities,
  - On occasion, act as the Main Stage emcee to greet guests and make announcements about the day's planned activities
  - Act as a point of contact at the information table during the lunch hour
  - Run contests or other prize give-away programs
  - Encourage the public to actively participate in ongoing and future activities planned for The Square is Where

## **GENERAL DUTIES**

- Clerical work (preparing mailings, sending faxes, making phone calls, etc.)
- Assist staff members on an as-needed basis with other projects, activities, and downtown events
- Assist with covering the front office reception area and answering phones
- Additional tasks will be assigned based on the intern's abilities and interests and the needs of the department

## **WORK SCHEDULE:**

The bulk of the work hours will be weekdays between 8:30 a.m. and 5 p.m. Monday through Friday. Occasional evening/weekend work may be required for events such as First Fridays or other special events.

## **JOB REQUIREMENTS:**

- Sophomore level collegiate status or above
- Energetic and enthusiastic personality
- Good verbal communication skills
- Strong writing and grammar skills
- Professional appearance and demeanor
- "Team player" mentality
- Ability to manage multiple tasks simultaneously
- Proficiency with Microsoft Word and Excel
- Available to meet work schedule requirements
- Ability to lift up to 20 pounds
- Driver's license and vehicle for making deliveries and transporting materials
- Familiarity with downtown Dayton and the ability to work the Dayton Holiday Festival and through the summer are not required, but are beneficial.

If interested in this position, please email your resume and cover letter to Jami Pack at:  
pack@downtowndayton.org