



Short North Alliance | Event Management Internship

Develop your event planning, project management, marketing and logistics skills in one of the most exciting and dynamic urban communities in the nation, The Short North Arts District!

About the Organization

The Short North Alliance is a 501(c)3 non-profit organization that serves both the property owners and business owners of the Short North Arts District. Our mission is to nurture the Short North Arts District as a vibrant and balanced residential, cultural and business community and as a regional and national destination through: advocacy; public realm improvements; arts and cultural community engagement, creative marketing and programming; and fundraising.

The Short North Alliance produces a variety of critically acclaimed events of all sizes such as HighBall Halloween, the Short North Gala, and Gallery Hop. The award-winning events produced by the SNA such as HighBall Halloween, have quickly become signatures of Columbus. We need skilled interns to assist us in making these events a remarkable experience. Additionally, The Short North Alliance also coordinates collaborative District events such as seasonal shopping events, holiday shopping initiatives and the monthly Gallery Hop.

Event Intern Roles & Responsibilities

Event interns report to the Short North Alliance Events and Special Projects Manager. Interns assist with all facets of event planning including general event production, project management, coordinating volunteers, entertainers, artists, as well as organizing logistics of designated event areas. Interns provide assistance with event marketing & outreach.

Minimum Qualifications

Candidates must possess strong project management skills, written and verbal communication skills, excellent organizational skills, strong maturity and dependability, and ability to follow detailed instructions. Candidates must be able to multitask in a fast-paced event environment. Desired degree programs include: Hospitality Management, Business Administration, Communications, and Theatre.

Applicants must demonstrate their ability to meet these minimum requirements in order to be considered as candidates:

- Have availability for a minimum of 15 hours per week
- Have availability for this schedule of events:
 - Gallery Hop, first Saturday of every month from 3:30 – 10:30pm
 - HighBall Halloween, October 26-27 2018
 - Short North Gala, April 28, 2018
- Must have a laptop to bring to work
- Must have reliable transportation
- Must have completed at least 4 semesters or six quarters of a Bachelor's program

Compensation

Interns receive a \$100 monthly stipend at the conclusion of each month worked in the internship.

Application Instructions

Interested applicants should send a resume and cover letter to info@shortnorth.org with the subject: **Short North Alliance Event Internship – Your Name**. No calls will be accepted.