



Short North Alliance | Event Management Internship

Receive practicum credit while developing 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 the Short North Gala, HighBall, and Gallery Hop) and we need skilled interns to assist us in making these events a remarkable experience.

Event Intern Roles & Responsibilities

Event interns report to the Short North Alliance's 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

All major areas are considered for this internship.

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

- Strong project management skills, written and verbal communication skills, excellent organizational skills, strong maturity and dependability, and ability to follow detailed instructions.
- Have availability for a minimum of 20 hours per week
- Have availability for this schedule of events:
 - Gallery Hop, first Saturday of every month from 4:00 pm-10:00 pm
 - HighBall Halloween, October 2017
 - Short North Gala, April 23 2017

Must have a laptop to bring to work

Must have reliable transportation

Application Instructions

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