



## **Events Intern Job Description**

### **Reports to: Event Coordinator**

**Introduction:** Downtown Stockton Alliance events are designed to promote downtown businesses, support the development of nightlife in the downtown hospitality district and engage the interest of our community about downtown.

The Entertainment and Events Internship is an unpaid position designed to provide professional development opportunities to students and community members. The ideal candidate enjoys living in Stockton, understands the Downtown Stockton Alliance mission and is passionate about special events!

### **Job Summary:**

Coordinate Entertainment, Activities and Volunteers for Downtown Stockton Alliance events.

- Expectation: Recruit performers, activities and volunteers for fall programming.
- Expectation: Negotiate contracts with performers, rental companies, partners and sponsors.
- Expectation: Support development of event logistics.
- Expectation: Lead pre-event volunteer briefings for fall programming.
- Expectation: Brief staff on event details with Marketing Director, Event Coordinator, Outreach Coordinator, Ambassadors and Maintenance.
- Expectation: Submit updated information and event details for DSA Event Calendars.

Maintain excellent records of all Special Event information/data.

- Expectation: Accurately record event logistics, contracts and related materials in Event Worksheet and Binders.
- Expectation: Maintain volunteer applications and accurately document volunteer hours.
- Expectation: Maintain open and honest communication with Event Coordinator and Marketing Director at all times.

### **Fall 2010 Projects:**

Event Coordination:

- Develop entertainment, venue and activity line up for Stocktoberfest and holiday programming
- Performer recruitment and entertainment booking
- Draft, negotiate contracts
- Recruit volunteers for Stocktoberfest and holiday programming.
- Brief staff on event details with Marketing Director, Event Coordinator, Outreach Coordinator, Ambassadors and Maintenance.
- Respond to inquiries from potential vendors and entertainers
- Budget maintenance
- Confirm contracts prior to events

Marketing:

- Support growth of social network relationships via YouTube, Facebook, Twitter, etc...
- Pitch story leads and articles for bi-monthly E-Alert and monthly Downtowner
- Contribute to marketing material development
- Submit calendar updates for online and print publication
- Draft press releases

Event Support and Recruitment:

- Support DSA Events Package processes.
- Develop leads for recruiting new events.



**Knowledge, Skills and Abilities/Credentials and Experience:**

- Ability to speak and write clearly and concisely in English.
- Ability to work well under pressure and meet office deadlines.
- Experience in delivering excellent customer service and training others in service standards.
- Must be at least 18 years of age and have High School diploma or GED.
- A valid California Driver's License.
- Ability to pass a drug test and background screening.
- Working knowledge of Microsoft Word, Outlook and Excel.

**Physical Requirements and Working Conditions:**

- Extended periods of walking and/or standing.
- Circulation throughout the downtown on foot and support for special events, outside in a variety of weather conditions, is required.
- Hours will vary extensively from the standard 8am – 5pm day, Monday – Friday week, including some evenings and weekends during events.
- Must be able to lift at least 25 lbs.