



This is your opportunity to join the dynamic team at Downtown SLO. Applications are now being accepted for the Event Management & Operations Intern position.

ABOUT THE ORGANIZATION: Downtown SLO is a 501 (c)(6) nonprofit whose mission is to foster an economically vibrant Downtown through community oriented events.

SCHEDULE: Monday, through Friday 9 AM to 5 PM (Full-Time) and requires availability Thursdays 2-10 PM

SUMMARY: Downtown SLO hosts the weekly Farmers' Market, as well as Snow Night and other community events. This internship program is designed for college students to gain experience in event management and operations.

Upon conclusion of the internship, individual will receive a letter of recommendation if requested. In addition, the supervisor will validate hours for credit towards college degrees and work experience. Intern is encouraged to enter the internships with goals in mind and communicate those goals to staff members so they can assist with fulfillment of those goals. This is an unpaid position and does not include benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Execute daily event production timeline to ensure all aspects are completed as planned.
- Responsible for event set-up and getting all materials organized on-site.
- Provides event production support for Thursday Night Farmers' Market.
- Work with a high level of service, communication, and teamwork. This will include balancing multiple tasks and requests at one time.
- Act as a liaison between event attendees and events managers as needed.
- Interact with staff, volunteers, clients and event guests in a professional and ethical manner.
- Attention to crowd flow, venue cleanliness and safety during all events.
- Break down and return all event equipment and supplies to proper locations. Maintain storage areas and event venue areas to ensure they remain organized.
- Requires working independently and as part of a team.
- Requires evening hours on Thursday every week.
- Perform other duties as necessary to assist the organization.

HOW TO APPLY: To apply please email a **resume and brief introduction paragraph** to reachus@downtownslo.com

PHYSICAL DEMANDS:

- Stand/walk for prolonged period of time
- Lift and move materials up to 50 pounds
- Maneuver on grounds at night without much light
- Work in outdoor environment subject to weather
- Comfortable working in noisy environments – moderate to very loud (during events)

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.