Events and Promotions Fall Internship Position

The San Jose Downtown Association’s (SJDA) Events and Promotions Fall Internship is ideal for a candidate interested in gaining valuable event logistics, operations, promotions and media sponsorship experience. SJDA provides hands on experience in a fast-paced, fun, non-profit environment. The seasonal position allows interns a chance to work in a unique and creative atmosphere while gaining contacts and skills beneficial to a future career in a variety of areas, including event production.

Events and Promotions Fall Internship duties consist of providing support to SJDA’s Events and Promotions Manager including the following potential duties:

- Assist with production duties associated with Farmers’ Market (Fridays through November 20); HERCity socials, Downtown Ice (including cross promotions during Super Bowl 50 the week of Feb. 1 – 7, 2016) and Public Space Activation related events. Experiences may include: production advance work; on-site logistical planning; vendor advancing and load in/load out.

- Assist with weekly Farmers’ Market vendor scheduling.

- Assist with fulfilling media sponsorship and other partner promotional trade agreements.

- Assist with developing and tracking promotional marketing efforts. Experiences may include: compiling recap reports: photo and collateral tracking: conducting event surveys and formulating results.

- Assist with neighborhood and business promotional outreach efforts associated with all events.

Necessary Qualifications:
- Willingness to learn via hands-on, on-site experience.
- Detail-oriented with strong organizational skills.
- Excellent communication skills – comfortable with face-to-face and phone conversations with partners.
- Ability to work independently, and willingness to take on a full range of tasks.

Schedule: 10 to 15 hours per week mid-September 2015 – January 2016 (course-related requirements negotiable).

Compensation: This is an unpaid internship position, and therefore is not eligible to participate in company benefits, personal time off or paid holidays.

Contact: Please submit cover letter and resume to hr@sjdowntown.com or fax 408-279-1904.

Background Information:
SJDA is a non-profit membership based organization founded in 1986 that represents business and property owners working to enhance the vitality and livability of downtown San Jose. The purpose of the San Jose Downtown Association is to improve business conditions in downtown San Jose and promote a positive image of downtown through advertising, public relations and outdoor events. SJDA events for 2015/16 include: Downtown San Jose Farmers’ Market, Dine Downtown, Music in the Park, HERCity, Downtown Ice and various other public space programming initiatives. Go to www.sjdowntown.com for more information.

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