

### **Event Coordinator Internship Opportunity**

The City of San Jose –Office of Cultural Affairs, Outdoor Special Events Unit is a division of the Office of Economic Development and is responsible for the permit process and coordination of city services for over 400 public and private events throughout the City of San Jose.

The Special Events Unit is offering an unpaid Event Coordinator internship position for credit that will start in the end of January through Mid-May of 2014. Intern responsibilities include: directly assisting the full-time event management team with daily operations which include, but are not limited to:

- Customer Service
  - Respond to permit process inquiries
  - Assist with permit application intake
  - Process incoming applications for approval
- Event Coordination
  - Assist with the coordination of city services and permits
  - Prepare and attend pre-event meetings
  - Conduct on-site event inspections
- Work with Webmaster to maintain and edit event procedures and guidelines
- Development and Research
  - Collect and archive collateral materials which include: flyers, invitations brochures posters and media documents from event organizers
  - Update stakeholder contact list and event database
  - Research event industry standards
- Work on special projects as assigned
  - 408K Run
  - AMGEN Tour
  - Cirque Du Soleil-Amaluna
  - Coordination of assorted community based festivals and events

#### Minimum Qualifications:

- Excellent organizational and communication skills
- Ability to handle multiple tasks/ projects simultaneously while meeting deadlines
- Comfortable working independently
- Experience in Microsoft Office
- Applicants must be currently enrolled in upper division College or University courses, or be enrolled in a masters program
- Majors preferred- Political Science, Public Administration, Public Relations, Marketing, Hospitality Management but other majors are encouraged to apply

#### Desirable Qualifications (not required):

- Microsoft Outlook, Adobe Acrobat, FileMaker Pro, Photoshop, Internet/Webmaster

#### Time commitment:

- 4 month spring position, end of January through mid-May (Volunteer un-*paid* -Part-time 20 hours/per week). May include evenings, weekends and some holidays. Interested and qualified candidates are encouraged to apply by e-mailing their resume and cover letter to [fawna.ferguson@sanjoseca.gov](mailto:fawna.ferguson@sanjoseca.gov). Please include “OCA Event Coordinator Student Intern” in the subject line.