

Event Operations Team Intern

Celebrate Fairfax! Festival

Produced by Celebrate Fairfax, Inc.

Fairfax, VA

Company Overview:

The 501(c)3 non-profit organization Celebrate Fairfax, Inc. (CFI) will be producing the 37th *Celebrate Fairfax! Festival* on June 8-10, 2018. This 3-day event is a hybrid of a large-scale music Festival and a traditional county fair held at the Fairfax County Government Center. Featuring 8 stages of entertainment, national headliners, a carnival, 200+ exhibitors/vendors, and a variety of interactive programs.

Position Description:

The Event Operations Team Intern will serve as a member of the Festival's Operations Team. He/She will work alongside our Chief Operating Officer (COO) and our Production Manager to assist with the final planning and implementation for the *2018 Celebrate Fairfax! Festival*. The Event Operations Team Internship is available for as many as eight individuals.

Duties and Responsibilities:

Interns will learn and assist in the following areas, including, but not limited to –

- Support Production Manager with general event set-up and take-down for the Festival.
- Serve as leadership for event program areas at the direction of the COO or Production Manager.
- Participate in interactive discussions involving all aspects of the event, including: budgeting/fundraising, marketing/public relations, safety/security, event logistics, and other event production components.
- Assist with the post-Festival clean-up and organization process for the *2018 Celebrate Fairfax! Festival* (inventorying signs/banners, equipment, etc.).

About you:

- You excel working under pressure; you do whatever you need to get the work done.
- You are a self-starter and a go-getter.
- You enjoy being outdoors, working with your hands and you don't mind getting dirty.
- You love working with a team to accomplish overall goals but you are able to work independently, too.

Qualifications:

- Currently enrolled undergraduate/graduate student.
- Able to provide own transportation and accommodations.
- Ability to stand for long periods of time and walk moderate distances.
- MUST be able to work independently as well as collaboratively.
- MUST be able and willing to lift at least 25 lbs.
- MUST be able to work long hours and maintain a positive attitude.
- MUST be able to work during the Festival weekend, in its entirety!

Time Period & Requirements:

- The 120 hour internship will begin on Wednesday, May 30th and will end Friday, June 15th.
- You will be required to work up to 40 hours per week.
- MUST be able to work the following weekends: June 2nd & 3rd and June 8th – 10th.
- Longer hours may be required during the period of event set-up and during the event, June 4th – June 11th.
- When possible, interns will be scheduled in shifts to avoid long hours during event week. The actual schedule will be determined by CFI closer to the event date.

College Credit/Stipend:

- Selected interns may (but are not required) use this experience for credit as approved by their university supervisors.
- A stipend is not available for this internship.

How to Apply & Questions:

Email resume and cover letter indicating where you learned of this opportunity to: Ashley.Morris@FairfaxCounty.Gov