

Program Coordinator Intern (Part-Time)

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 Program Coordinator Intern will work alongside our Chief Experience Officer (CXO) to develop and implement a variety of Festival programs, assist with social media strategies, and support efforts to gain donations for the volunteer program at the 2018 *Celebrate Fairfax! Festival*. He/She will also help with the planning of special events pre/post Festival. He/She MUST be available to work the entire weekend of the Festival with other staff members.

Duties and Responsibilities:

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

- Help obtain donations/gifts for the volunteer prize raffle and provide overall support to the volunteer program.
- Assist with the creation of new activities for family-focused programming and VIP program enhancements.
- Provide support with event supply inventorying and purchasing.
- Assist with the planning and implementation for special events pre/post Festival and on-site programs/contests.
- Support staff with administrative duties as needed and help with general set-up/ take-down for each event

About you:

- You are creative and think outside-the-box when coming up with new ideas.
- You excel working under pressure; you do whatever you need to get the work done.
- Your time management skills are excellent: you establish priorities and organize a variety of projects simultaneously.
- 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.
- MUST be able and willing to lift at least 25 lbs.
- MUST be able to work during the Festival weekend, in its entirety!
- Exceptional verbal and written communications skills.
- Proficient in Windows operating systems, Microsoft Office (Word, Excel, PowerPoint, etc.)
- Photoshop and Adobe InDesign is a plus.
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Time Period:

- Part-time hours (20-25 hours/week) beginning on or around January 22nd (the start of the school semester) through June 22nd, 2018. Actual dates are negotiable.
- Full-time hours (40 hours/week) beginning early to mid-May through June 22nd.
- Longer hours may be required during the period of event setup and during the event, June 4 – June 11.
- *Please note - that this internship position may be required to work the weekend prior to the event and long hours the week of, and during the event.*

College Credit/Stipend:

- The selected intern may receive credit as approved by college/university supervisor.
- An honorarium of \$1,500 will apply for approved interns working at 20-25 hours per week and during the weekend of the *Celebrate Fairfax! Festival* (June 8-10, 2018).

How to Apply & Questions:

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