

Program Coordinator Intern

Workhouse BrewFest

Contracted 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 at the Fairfax County Government Center. Celebrate Fairfax, Inc. is also contracted by Workhouse Arts Center to produce the 3rd *Workhouse BrewFest* on August 11, 2018 at the Workhouse Arts Center in Lorton, Virginia. Both events will feature stages of entertainment, exhibitors/vendors, and a variety of interactive programs geared towards a broad demographic.

Position Description:

The Program Coordinator Intern will work alongside our Chief Experience Officer (CXO) and Chief Operating Officer (COO) to assist with the planning and implementation for the 2018 *Workhouse Brewfest* as well as support with the production of the 2018 *Celebrate Fairfax! Festival*. He/She will contribute to a variety of assignments and projects along with providing administrative support for CFI staff. He/She MUST be available to work the entire weekend of both festivals along with other staff members.

Duties and Responsibilities:

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

- Support recruitment efforts within the community to gain volunteers and provide support with Festival volunteer coordination.
- Collaborate with the CXO to develop and implement new activities and programs.
- Assist with marketing campaigns (Facebook, Instagram, Twitter, Snapchat, etc.) and provide support with live coverage at events.
- Help with event supply inventorying and purchasing.
- 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.
- 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 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 both Festival weekends, 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.

Time Period:

- Full-time (40 hours/week) beginning around early to mid-May through August 17, 2018. Actual dates are negotiable.
- Longer hours may be required during the period of both events' set-up/ take-down, June 4th – June 11th and August 6th – August 13th.
- *Please note - that this internship position may be required to work the weekend prior to the events 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 35-40 hours per week and during the weekend of the 2018 *Celebrate Fairfax! Festival* (June 8-10, 2018) and 2018 *Workhouse Brewfest* (August 11, 2018).

How to Apply & Questions:

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