

Corporate Development 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 39th *Celebrate Fairfax! Festival* on June 5-7, 2020. 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 7 stages of entertainment, national headliners, a carnival, 200+ exhibitors/vendors, and a variety of interactive programs.

Position Description:

The Corporate Development Intern will assist with the expansion of the 2020 Celebrate Fairfax, Inc. sponsorship program. Focusing exclusively on Celebrate Fairfax, Inc. produced events: *Celebrate Fairfax! Festival* and *Fall For Fairfax KidsFest*, this internship will provide a deep understanding on how the sponsorship process works from lead generation to benefit fulfillment. Candidate **MUST** be available to work the entire weekend of the *Celebrate Fairfax! Festival* (June 5-7, 2020) with other staff members. Prior to the event, the intern will assist on a variety of assignments and special projects, as well as providing administrative support for CFI staff.

Duties and Responsibilities:

- Support the retention of revenue generated from exhibits, and sponsorships through customer service and follow up
- Use a combination of secondary research and LinkedIn to source new contacts and update existing contacts
- Leverage tools and databases to manage and track leads through conversion
- Maintain a directory and inventory of business developments materials, ensuring all resources are current and accurate, and coordinate the creation of new materials as needed including partnership proposals
- Collaborate and coordinate event photography, provide administrative support and help with general event set-up/ take-down.

Qualifications:

- Currently enrolled undergraduate/graduate student
- Knowledge of/strong interest in public events, experiential marketing, and/or sponsorships
- Able to provide own transportation and accommodations.
- Able to be in office minimum of 4 day a week (Monday – Friday).
- **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.

About you:

- You are a self-motivated, positive-creative thinker with a passion for sponsorships and experiential marketing.
- 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 can work independently, too.

Time Period:

- Full-time beginning on or around January 21st (the start of the school semester) through June 26th, 2020. Actual dates are negotiable.
- Longer hours may be required during the period of event setup, June 1st – June 9th.
- *Please note - that this internship position will require work the weekend prior to the event and long hours the week of, and during the event.*

Stipend:

- An honorarium of \$3,000 will apply for approved interns working at 35-40 hours per week and during the weekend of the *Celebrate Fairfax! Festival* (June 5-7, 2020).

How to Apply:

- Email resume and cover letter indicating where you learned of this opportunity to: info@celebratefairfax.com.