

Entertainment Coordinator 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 Entertainment Coordinator Intern will assist staff in planning and production for the 2020 *Celebrate Fairfax! Festival*. Prior to the event, the intern will contribute on a variety of assignments as well as providing administrative support for CFI staff. He/She will help with the assessment and selection of potential musical performers for the festival using the Reverbnation website.

Duties and Responsibilities:

- Listen to all potential artists' submissions on Reverbnation in a given time-frame
- Analyze and rate musical quality and talent while remaining unbiased and using the guidelines provided by CFI staff
- Create preliminary stage schedules based on the recommendations from the review process and collaborate with the Program Manager on the selection process for each stage.
- Responsible for contacting artists to make official offers at the direction of CFI staff and provide each artist with confirmation materials prior to the event.
- Provide data entry and other administrative responsibilities related to the entertainment area.
- During the event, the intern will be the main contact for the performers and stage managers as well as coordinating any logistical needs.
- Support staff with general setup and teardown for the festival and special events, as well as post-event organization of equipment and supplies.

Qualifications:

- Currently enrolled undergraduate/graduate student
- Knowledge of or strong interest in the public events, music/entertainment industry
- Team-oriented work ethic, with excellent communications skills
- Self-starter, flexible, and able to multi-task; a mature professional attitude is required
- Able to provide own transportation and accommodations
- 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:

- Full-time (35-40 hours/week) and Part-Time (20-25 hours/week) positions are available during the school semester.
- Part-time must transfer to full-time hours (40 hours/week) beginning early to mid-May through June 28th.
- Internship dates to start or around January 21st 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 \$1,500 will apply for approved interns working 20-25 hours per week during the school semester, and 40 hours through June 26th
- An honorarium of \$3,000 will apply for approved interns working at 35-40 hours per week during the school semester, through June 26th.

How to Apply:

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