

Exhibits 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 Exhibits Coordinator Intern will assist staff in planning and production for the 2020 *Celebrate Fairfax! Festival*. Prior to the festival, the intern will assist in exhibitor/vendor recruitment, program development, and provide administrative support for CFI staff. He/she will assist with all communications and outreach to exhibitors/vendors for the event.

Duties and Responsibilities:

- Assist with the planning and implementation of the exhibitor/vendor registration process
- Research and recruit exhibitors/vendors; Leverage tools and databases to manage and track leads through conversion
- Organize and collect essential exhibitor/vendor information (i.e. Certificates of Insurance, additional purchases, etc.)
- Collaborate with the Program Manager to develop procedures, schedules and necessary information needed for the event;
- Serve as the on-site liaison for all exhibitors/vendors as well as lead the festival's exhibit services team
- Coordinate the post-event survey to exhibitors/vendors to provide data for CFI analysis.
- Assist with the general event logistics and operations, such as signage, vouchers, contracts, permits, and other administrative duties.
- Support staff with event setup/teardown for the festival and special events, as well as per/post-event organization of equipment and supplies.

Qualifications:

- Currently enrolled undergraduate/graduate student
- Knowledge of/strong interest in large-scale events
- 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.
- Able to be in office minimum 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)

About you:

- You are organized and methodical; you are great at keeping track of information and making to-do lists.
- 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.