



SPECIAL EVENT MANAGEMENT INTERN DESCRIPTION

Internship Title: **Intern Special Event**

Effective Date: **February 2017**

Management

Revision Date: **January 2017**

NATURE OF WORK

Under close supervision, supports the Fair & Fair Manager and the fair marketing team in planning, supporting and executing the event and fundraising activities of the Southwest Washington Fair & Expo Center.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assisting with planning and coordination of meetings and events
- Assisting with the creation of hard and soft copy files
- Assisting in communications and event management, including timelines, calendars, report, diagrams
- Assisting with onsite event management (event stewardship), and set-up
- Assist with special events sales and sponsorship process
- Observing client intake and event logistics
- Assisting in on-site execution to include event set-up and break down
- Assisting with the development and maintenance of mailing, media, and guests lists
- Assisting with logistical coordinator of vendors, entertainment, and volunteers
- Coordinate, create and produce written material for fair's social media sites.
- Assist with answering the phone and greeting visitors as needed

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and in the field when conducting appraisals; subject to sitting for extended periods of time, standing, and walking; exposure to variable weather conditions is involved.

EMPLOYMENT STANDARDS:

Junior, Senior, graduate student or recent graduate from an accredited university.

Valid driver's license.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Computer skills and social media experience.

- Customer service principles, protocols, and standards.
- Excellent oral and written communication, organizational and interpersonal skills.
- Customer service experience.
- General office practices and equipment.
- Standard computer software applications.

Skills in:

- Coordinating and performing a variety of customer service functions.
- Coordinating and conducting a variety of skilled administrative support functions.
- Responding to public inquiries and providing information regarding departmental services, programs, policies, and procedures.
- Preparing and maintaining correspondence, reports, and other types of documentation.
- Establishing and maintaining effective working relationships with other staff, County departments, outside agencies, and the general public.
- Communicating effectively verbally and in writing.

Application Process:

- Send a cover letter, resume, list of 3 references to tamara.hayes@lewiscountywa.gov
- No phone calls or walk-in inquiries will be accepted.