



# Event Planning Internship

## Job Description

The intern will assist with: supporting the Festival and Parade teams in participant research, registration and management; venue walkthroughs and contracted vendor meetings; onsite duties at events; and Production Team with special projects and administrative duties as assigned.

## Minimum Qualifications

Intern candidates must be pursuing a BS or BA in Business Administration, Hospitality, Communications, or other related field of study.

## Preferred Qualifications

- Good research and writing skills
- Ability to work quickly, and with attention to detail with confidential materials
- Familiarity with Microsoft Word, Microsoft Excel, and social media platforms
- Professional demeanor, organizational and communication skills
- Experience in a work environment interacting successfully with others

## Professional Development Opportunities

- Expand knowledge of working with contracted vendors
- Expand research and organizational skills
- Improve writing skills through variety of communication mediums (formal letters, marketing materials, web content)
- Networking with other LGBTQ+ organizations

## Application Process

1. Submit resume and cover via email to [apply@capitalpride.org](mailto:apply@capitalpride.org).
2. Please answer the following questions in your cover letter.
  - Why do you want to intern at Capital Pride Alliance?
  - Why do you think you would be a good fit?
  - How would an internship help you meet your educational or career goals?
3. Preferred Fall Deadline: Friday, August 31, 2018, 11:59pm, EST.



## **Intern Program Information**

### **Who Should Apply**

Any student, undergraduate or graduate, or person who has graduated no more than 12 months prior to the start of the internship period to which he/she is applying. We do not accept high school students. Interns must be authorized to work in the United States.

### **Why Apply**

Interns at the Capital Pride Alliance will be given real-world, hands-on experience. Working alongside seasoned professionals, interns do meaningful work which helps Capital Pride achieve its mission and benefit the LGBTQ community.

Internships are offered three semesters throughout the year:

- Fall, September – December (Minimum 20 hours)
- Winter/Spring, January – April (Minimum 20 hours)
- Summer, April/May – July (Minimum 30 hours)

### **Pay, Credit, Housing**

Interns are expected to work a minimum of 20 hours per week for a minimum of 12 weeks.

Capital Pride Alliance does not offer transportation or housing assistance.

Interns may receive academic credit with requirements and parameters approved in advance.

For housing, please visit the Washington Student Intern Housing (WISH) website:  
[www.internsdc.com/WashingtonDC/Housing](http://www.internsdc.com/WashingtonDC/Housing).