



# Event Planning Internship

## Job Description

The intern will assist with: supporting the Festival, Parade, and Special Events 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 Deadline: Friday, March 15, 2019, 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)
- Spring/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, but does offer a monthly transportation stipend.

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).