

SPECIAL EVENTS PROCUREMENT INTERN

Job Description

BASIC FUNCTION

The **Special Events Procurement Intern** assists the Development Department in procuring donations for Opening Night Red Carpet VIP Gift Bags distributed on Thursday, May 19, 2016 kicking off the 42nd Annual Seattle International Film Festival; the intern provides event support prior to and for the duration of SIFF 2016.

REPORTING RELATIONSHIP

- Special Events Manager

PRIMARY DUTIES & RESPONSIBILITIES

- Responsible for community outreach engaging with local business to obtain in-kind production donations using a various means of communication including:
 - Email Correspondence
 - Cold Calling
 - In-person meetings
- Record and track partner lead information
- Assist Special Events Manager with event contracts, logistics, and database management
- Provide overall organization of gift bag item inventory
- Foster positive donor relationships through follow-up and new partner recruitment
- Provide onsite leadership in assembling and distributing 500 gift bags
- Assist with volunteer management
- Other duties as assigned

QUALIFICATIONS

- Strong written and verbal communication skills
- Interest in Non-Profit Arts Development
- Strong computer software skills, specifically in Microsoft Excel, Word, and databases
- Ability to take initiative, show good judgement, and manage projects from beginning to end
- Strong attention to detail, effective communication skills and a flexible attitude
- Experience in and keen sense of Customer Service industry
- Current enrollment or degree in a relevant field or equivalent work experience
- Availability to work SIFF 2016 May 19 – June 12, 2016

BENEFITS

- Interact with community members, business managers, and owners in the greater Seattle region
- Gain experience in non-profit development, project management, and volunteer management
- Opportunity to work behind the scenes and experience the largest film festival in the country
- Flexible internship structure: opportunity for flexible hours (part-time or full-time), and/or a tailored plan within the guidelines to meet requirements of your academic program
- Class credit fulfillment
- Valuable fundraising work experience
- See great films!

INTERNSHIP DATES

- January 11, 2016 – June 22, 2016