



Special Event Coordinator Assistant / Public Relations Assistant

Positions Available: 2

Compensation: Performance-based stipend awarded at end of internship (\$1400-\$2000).

Duration: May 7, 2012 - August 8, 2012

Hours: Full-time position (8 a.m. - 5 p.m.) and 2 event weekends

Company Overview

With over 30 years of experience, Festivals Inc has become one of the leading event production companies in the Pacific Northwest. Best known for their production of the Bite of Seattle®, Taste of Tacoma® and Oktoberfest Northwest, Festivals Inc has produced and managed over 100 successful events which have entertained over 20 million people in the Northwest alone. Our non-stop attention to detail and often-praised customer service sets us apart from others in the business. We are a small company with a large vision, building on years of experience to continue to create, produce and manage top-of-the-line events. We are a company of seven specializing in sponsorship, event operations, vendor relations, event management and marketing/media. To find out more please visit our website at www.festivals-inc.com.

Interested students must submit the following:

1. **Current resume**
2. **250 word essay addressing the following questions:**
 - a. Why are you seeking an internship at Festivals Inc?
 - b. What areas of the internship interest you most?
 - c. What do you hope to gain from this internship?
 - d. Briefly describe your knowledge of Festivals Inc.
3. **Writing sample that displays your writing abilities (1-4 pages)**

Qualifications

Well-qualified candidates should have a strong interest in event planning, hospitality, event operations and possess outstanding written and verbal communication skills. Individual must be a self-starter, extremely organized, proactive and able to work well under pressure. Must be proficient in Word, Excel and Outlook. Work experience in food and beverage or other high-pressure environments is a plus. Festivals Inc is a creative, lively and fast-paced company; we are looking for individuals that bring the same dedicated work ethic to the job.

Internship Experience

Our PR / Event Coordinator Intern will work on an array of tasks that include, but are not limited to:

1. Assist in an extensive marketing campaign for large Seattle-area events and write press releases
2. Hire, train and manage a temporary event staff of 25+ employees.
3. Coordinate & manage a specific attraction within the Bite of Seattle® and Taste of Tacoma®
4. Ensure operational and pre-event planning is handled clearly and effectively.
5. Work closely with Seattle-area restaurants
6. Track and organize event clippings / post event fulfillment projects
7. Daily office and administrative tasks and database management

This opportunity will allow you to network within the industry, learn about the event world, challenge you as an effective communicator and provide you with a strong foundation and an impressive portfolio.

For more information please contact:

Kristen Pagnac at kristenp@festivals-inc.com or by phone at 425-295-3262 Ext. 110