



EVENT OPERATIONS ASSISTANT

Duration: May 7, 2012 – August 15, 2012

Hours: Full-time position (8 a.m. - 5 p.m.) and 3 event weeks

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. Our development division New Growth Event Solutions is growing rapidly and we have already secured new contracts with ESPN, FSN and The Olympic Broadcasting Organization. To find out more please visit our website at www.festivals-inc.com.

Qualifications

A well qualified applicant would have strong communication, organizational, and team working skills, an ability to make good decisions under pressure, and a good familiarity with office word processing, spread sheet, and publishing programs. Work experience in food and beverage or other high-pressure environments is a plus. Intern must have his or her own vehicle, cell phone, and some basic tools.

Internship Experience

The intern will be observing and working directly with our Operations team, and will gain valuable experience and insights into the entertainment and special events industries . He or she will also benefit from meeting and working with other professionals and members of the public sector, through planning meetings, email and phone communication, and direct interaction at our events.

The primary areas of focus will be:

- Site Logistics: Transportation, temporary structures and storage, rental goods and equipment, utilities, communications, sanitation, security.
- Mapping and Information: Generation of informational forms and maps, data collection and management, integration into event layout.
- Food and Beverage: Beer and wine garden operation, performer and VIP hospitality, event food and craft vendor management.
- Entertainment: Staging, audio, video, lighting, stage management, artist/performer/musician relations and communication.
- Employment: Hiring and management of temporary event staff and contractors.
- Sponsorship: Ensuring on-site fulfillment of event sponsors.

For more information please contact:

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