



Britt Festivals

2012 Internship Program

DEVELOPMENT DEPARTMENT

Special Events Intern (Winter Term)

As a nonprofit organization, Britt Festivals relies on philanthropy from individuals, corporations, foundations and government sources to provide support for general operations and our unique artistic and education programs including the Britt Classical Festival and the Britt Institute. The Development Department directs all of Britt's fundraising efforts. *Minimum of 15 hours per week with some evening and weekend hours.*

JOB DESCRIPTION

The **Special Events Intern** will be an integral part of Britt's Development Department and will be responsible for assisting the Development Director in a variety of fundraising activities, including coordination of cultivation and stewardship events. Primary duties will be to assist with the smooth operation of all event logistics for the Britt Bash (Britt's annual black-tie fundraising event) and preparation for summer events. Responsibilities include, but are not limited to:

- Coordination and execution of event registration, set-up and check-in
- Act as liaison with vendors and assist with event rentals
- Assist with food, décor and entertainment arrangements

JOB REQUIREMENTS

- Outstanding writing and interpersonal communication skills
- Excellent organizational skills and ability to multitask
- Keen strategic thinking skills
- Strong computer skills (Microsoft Office Suite)
- Interest in development, public relations, or related fields
- Must have a valid Oregon driver's license and reliable transportation to and from venues.

HOW TO APPLY

- A cover letter outlining relevant experience and career goals, and specification of which departmental internship(s) you would like to be considered for
- A resume
- One writing sample (can be an excerpt from an academic paper, business letter, article for school publication, marketing piece, etc. No creative writing, and no more than 3 pages in length)
- Applicants for graphic design or web internships should also submit three portfolio pieces
- One academic or professional letter of recommendation
- Application materials can be submitted via email to education@brittfest.org or mailed to Britt Internship Program, 216 W. Main Street, Medford OR 97504.

All application materials must be received by November 15 to be considered for Winter 2012.