



City of Seattle
PAID STUDENT INTERNSHIP

COOPERATIVE EDUCATION INTERNSHIP
OFFICE OF ARTS & CULTURAL AFFAIRS
JOB # 5-2010

The Seattle Office of Arts & Cultural Affairs promotes the value of arts and culture in and of communities throughout Seattle. By fostering and investing in the creative contributions of our artist citizens to every facet of the community, we engage the creativity in every resident and build a healthy and vibrant Seattle.

POSITION: Events & Marketing Intern

The intern will work with the Community Outreach & Development team during the summer months to promote the Seattle Presents noontime concert series at City Hall, assist with the Mayor's Arts Awards and monthly visual art exhibitions at City Hall and provide support for other office events and projects as needed.

DUTIES

- Provide event planning and on-site production support at events – concert set-up, artist support, stage management, etc.
- Assist with research, development and distribution of marketing materials.
- Professionally represent the office with the public and City employees.
- Perform support duties, including posting online calendar listings and assembling and distributing promotional materials.

REQUIREMENTS

Enrollment: Applicants must be undergraduate college juniors or seniors pursuing a degree in marketing, communications, performing arts, or an event management-related field. **Undergraduate students must be enrolled full-time for the equivalent of at least 12 credits for the duration of the internship. Employment during the summer is permitted without enrollment in courses if the intern is pre-registered for fall term. If you are graduating May/June/August 2010 and will not be returning to school in the fall, you are not eligible for this internship. Graduate students are not eligible for this internship.**

Minimum Qualifications: Applicants must be proficient in MS Word and Excel, possess strong written and verbal communication skills, ability to work efficiently and accurately with minimal supervision, and have the ability to bend and lift 30 lbs.

Desired Qualifications: Experience planning, marketing and executing events. Experience managing live performances preferred and experience working in the arts community a plus. Excellent verbal and written communication skills with public relations, sales or journalism experience a plus. Strong organizational skills and attention to detail. Able to work efficiently and accurately with minimal supervision. Proficiency with Microsoft Word and Excel.

POSITION BEGINS

It is anticipated the position will start June 2010 and will continue through September 2010 with a possibility of extending through the end of 2010. For those attending schools outside of the Puget Sound area on semesters, we are open to exceptional applicants that can only work through the end of August but strongly prefer someone that can work through Sept 10.

WAGE AND HOURS

\$17.72 per hour for undergraduates. The candidate must be available to work Thursdays. The position is part-time, 16 – 20 hours per week and the work is scheduled between the hours of 8:00 am and 5:00 pm, Monday through Friday.

HOW TO APPLY

Provide the following:

- * An application found at www.seattle.gov/jobs/pubs/CollegeInternApplicationWritable.doc
- * A Cover Letter and Resume outlining experiences and qualifications
- * A **Transcript** of completed courses (Unofficial okay for application, Official transcript will be requested upon hire)
- * List of spring quarter courses

Incomplete application materials will not be accepted. All application materials must be received by the date below. Send materials to: Andrea Lowe, Employment Specialist; City of Seattle Personnel Department, cwp@seattle.gov

Application Deadline: 5:00 pm, Monday, April 19, 2010

The City of Seattle is the first municipality in the United States to recognize and begin to address institutionalized racism. The mission of the Race and Social Justice Initiative, which began in 2005, is to end institutionalized racism in City government and promote multiculturalism and full participation by all residents.