



Position Title: Special Event Intern

Division: Special Events

Job Type: Unpaid Internship

Location: Parks and Recreation, 102 Public Square, Clarksville, TN 37040

POSITION SUMMARY: This internship offers the successful candidate the opportunity to participate in a range of activities to support the planning, development, and implementation of special events throughout Clarksville. Projects and assignments focus primarily on event day logistics, set-up and coordination.

Example of Duties:

ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. The intern will gain experience in the behind-the-scenes planning of Parks + Recreation events.
2. He/she will organize event day materials, copy and file paperwork and occasionally attend event related meetings.
3. The intern will learn the importance of timelines, proper communication, whether it is by phone, email or social media, and how to plan an event in a timely manner.
4. The intern will support the coordination and staffing of general on-site event programming and community outreach efforts, including participation in local fests and events where Clarksville Parks + Recreation is represented.
(Weekends/weeknights may be occasionally required)
5. Responsibilities will include set-up and assistance in coordination of the event.
6. The intern will use and improve event planning skills by serving as a knowledgeable and professional "face" to Clarksville Parks + Recreation.
7. He/she will gain an understanding of guest services through the ability to answer questions, provide directions, and troubleshoot.
8. Must be available to work all events that occur within the time period of internship

Typical Qualifications:

KNOWLEDGE AND EXPERIENCE (positions typically require):

- Strong organizational and people skills
- Must have participated in and passed at least one Event Planning course
- Good communication skills are required as there is significant interaction between departmental teams and public interaction

- Creative background and writing skills preferred
- Strong ability to multitask, prioritize, and meet deadlines
- Must have passed at least one Event Planning Course

Supplemental Information:

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

HOURS/TIME COMMITMENT:

We offer internships in conjunction with the academic calendar, coinciding with the fall, spring and summer semesters. Students should be able to work during Clarksville Parks + Recreation open hours, evenings and/or weekends as the position requires. Start dates may vary based upon department needs and class schedules. Time commitment is 6-12 weeks with a minimum of 15 hours weekly. All interns are required to record their service hours.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

- Must be able to lift 10 pounds
- Must be able to be on feet for more than 2 hours

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.