

Riverfront Recapture

PUBLIC EVENTS INTERNSHIP POSITIONS

Job Description

Major Purpose of Position:

To support the daily summer operations of the Public Events department.

Reports to: Public Events Manager

Duties and Responsibilities:

- Assists department with day-to-day general operations
- Assists department staff with events
- Maintains collateral supply and responsible for delivering collateral pieces to organizations/outlets that need restock
- Responsible for daily lunchtime activities that may consist of radio station promotions, small band performances, Riverfront sound system and other events as scheduled
- Assists with Riverfront Busker Program
- Other duties as assigned by the Public Events Manager

Qualifications for the Position:

Education: High School diploma

Experience: 1-2 years previous work experience

Skills: Must have valid drivers license and access to a vehicle. Ability to lift a minimum of 40lbs., multi-task, write letters and others simple correspondence. Excellent interpersonal skills. Detail-oriented and well organized. Desktop publishing a plus. Must be willing to work flexible work hours, including weekends, early mornings, nights and holidays. Must be able to withstand outdoor elements.

If interested, please submit resume to *Attn: Events Internship, 50 Columbus Blvd., First Floor, Hartford, CT 06106* or via email at cmyers@riverfront.org.