



Event Management Assistant Internship Posting

National Cherry Blossom Festival, Inc. is currently seeking an Event Management Assistant intern to assist the events team during the Fall 2019 semester with preparations for the upcoming 2020 National Cherry Blossom Festival. Option to extend position into Spring semester is available.

Company Description

The National Cherry Blossom Festival, Inc., a 501(c)(3) not-for-profit organization based in Washington, DC, is dedicated to promoting the beauty of nature and international friendship through year-round programs, events, and educational initiatives that enhance our environment, showcase arts and culture, and build community spirit.

Job Description

The Event Management Assistant will contribute to the programmatic development of a variety of National Cherry Blossom Festival signature events including Launch Event, Sing Into Spring, Opening Ceremony, Blossom Kite Festival, Petalpalooza, National Cherry Blossom Festival Parade® and the Tidal Basin Welcome Area and ANA Performance Stage. Duties may include:

- Learn and understand event management process by participating in programming team meetings, site visits and other planning meetings with vendors and partners
- Assist with coordination process and provide onsite assistance for the National Cherry Blossom Festival Launch Event
- Assist with vetting process of talent for National Cherry Blossom Festival Parade® including Sing Into Spring vocal competition applicants
- Coordinate distribution and receipt of agreements for Sing Into Spring contestants, entertainers and judges.
- Assist with creating production rundown and documents
- Organize performer and VIP hospitality (e.g. gifts, catering) for Sing Into Spring, Opening Ceremony and National Cherry Blossom Festival Parade
- Research opportunities and execution costs for event entertainment and sponsorship activations for all events.
- Research options, present recommendations and begin implementation (if time allows) for a new Tidal Basin promotion program
- Create Tidal Basin performer application.
- Assist with setting up ticketing plan and platform for Opening Ceremony
- Inventory existing event supplies and develop cost estimates for replenishing items as needed for all events

Time Requirements:

- September – December 2019, with possible extension to the Spring semester
- Between 20-25 hours per week between 9:00AM and 5:00PM through December 3-4 days per week (Hours and schedule to be determined in consultation with Event Managers)

If extended through the Spring 2020 semester, additional duties focused on on-site execution of Festival events will be incorporated and the internship hour commitment will be higher, particularly during the months of March and April.

Qualifications

- Currently enrolled in an accredited university or college as a full-time undergraduate or graduate student
- Detail oriented and organized with the ability to multi-task
- Ability to work with a variety of people and build teamwork
- Capable of doing physical work (lifting boxes, various event set-up duties)

- Computer proficiency – Microsoft Office Suite
- Experience with event management

Compensation:

National Cherry Blossom Festival internships are unpaid, but college credit may be offered, dependent upon the educational institution's guidelines and requirements. Monthly transportation stipend is available for interns who work at least 16 hours a week.

Application Instructions

Please send a cover letter and resume to Diana Cirone and Ashley Depew, National Cherry Blossom Festival's Event Managers, at dcirone@ncbfdc.org and adepew@ncbfdc.org. Applicants will be notified via email if they have been selected for an interview.