



## 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 Spring 2020 semester with preparations and execution of the upcoming 2020 National Cherry Blossom Festival.

### **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 Sing Into Spring, Opening Ceremony, Pink Tie Party, 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 creating production rundown and documents
- Assist with the event preparation process for Signature Events
- Organize performer and VIP hospitality (e.g. gifts, catering) for Sing Into Spring, Opening Ceremony and National Cherry Blossom Festival Parade
- Assist with onsite coordination process of Pink Tie Party – including liaising with vendors, contractors, stakeholders, etc.
- Assist with coordination process and provide onsite assistance for Sing Into Spring, Opening Ceremony, Blossom Kite Festival, National Cherry Blossom Parade® and Petalpalooza
- Inventory existing event supplies and develop cost estimates for replenishing items as needed for all events

### **Time Requirements:**

- January – early May 2020
- Between 20-25 hours per week between 9:00AM and 5:00PM (Hours and schedule to be determined in consultation with supervisor)
- Attendance at Festival events in 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 JoAnn Nasser, National Cherry Blossom Festival's Director of Operations, at [jnasser@ncbfdc.org](mailto:jnasser@ncbfdc.org). Applicants will be notified via email if they have been selected for an interview.