



30-Week Event Intern Responsibilities May – December 2022

The Parade Company offers a well-rounded internship that touches on all aspects of the event industry. Interns will be involved in budgets, marketing, sponsorship, communication, planning, coordinating, logistics, event management and sales. Below is a sample of the scope of work interns will be involved with throughout the 30 weeks. This is a full-time internship working on average 8:30 – 5 Monday through Friday with a few Saturday's and late nights during event time.

The Parade Company is a non-profit organization that produces family events for the community. There are 15+ full time staff members and over 1000 volunteers that work on events year-round. We consider interns part of the team and develop them into leaders. To learn more about The Parade Company visit www.theparade.org.

Below is a list of potential projects the intern could be involved in during the 30-weeks.

Rooftop Party

- Merchandise for all activities and games
- Phone orders & return inquiries
- Vendor communication
- On-site, set-up & tear down, will call, etc.
- Pre & post event logistics, timeline
- Manage table tents, table numbering, event program
- Work with sponsorship team on signage; in-kind & sponsor
- Assist with activity and craft selections
- Work with volunteers who will be managing the activities and give-a-ways at the event
- Post event tax letters

General Summer

- Assist with the following:
 - Riverfront Run 10k & 5k
 - Summer Arts Program – kids camp & parade
 - Cruise in Shoes 5k
 - Prepare for fall activities – creative brainstorming (Parade, Hob Nobble Gobble®, Studio Events)
 - Misc. events that The Parade Company is contracted to produce

Distinguished Clown Corps®

- Schedule fittings
- Assist with packet mailing, assembling packets, etc.
- Assist with Grand Jester's Reception, mailings, vendor contracts, set-up & tear down
- Assist in registration fulfillment, payments, ticket orders, costumes, itineraries
- Event photo recap book
- Plan, coordinate, execute Parade Day breakfast for the members of the clown corps and family (600+ attendees)

Hob Nobble Gobble®

- Merchandise
- Phone orders & return inquiries
- Sit in on bid proposals, planning meetings, sponsorship and creative
- On-site, table assignments, décor, greeting guests, will call, give-a-ways
- Work directly with the CMU students that assist with production
- Pre & post event logistics, timeline
- Mailings & assembling invites
- Event photo recap book

The Parade

- Research groups for specialty acts & dance groups
- Gather insurance, waivers, completed information from each unit (marching bands, dance groups, equestrian units)
- Assist with unit leader meetings, reporting information, etc.
- Develop Parade Day line-up book for unit marshals (float, costumes, number of marchers, music, etc.)
- Assist VIP Coordinator w/ transportation, travel, hospitality, interview schedules, golf cart driver training (VIP & BODs), etc.
- Costuming; fitter packet, Parade Day make-up artists
- Float music; select 2-3 songs per float, work with team on formatting
- Help with volunteer choreography orientations at the studio

Miscellaneous

- Assist with event graphics, including staff holiday card
- Preview Party (set-up & tear down)
- Pancake Breakfast (set-up & tear down)
- Assist with Skillman Float Design contest and press conference
- Neighborhood Thanksgiving Dinner at The Parade Studio coordination assistance
- Helping where needed – sponsorship fulfillment, mailings, answering the phone, help keep office area tidy, greeting special guests at the door, volunteer projects, etc.

**Please email resume and cover to: CarolAnn Barbb | cbarbb@theparade.org
Resumes will be accepted until position has been filled.**