



Event Management Assistant

Internship Position Description

National Cherry Blossom Festival, Inc. is currently seeking an Event Management Assistant intern to assist the events team during the Fall 2017 semester with preparations for the upcoming 2018 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, National Cherry Blossom Festival Parade®, Southwest Waterfront Fireworks Festival and the Tidal Basin Welcome Area and ANA Performance Stage. Duties may include:

- Learn and understand event management process by participating in programming committee 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.
- Inventory existing event supplies and develop cost estimates for replenishing items as needed for all events.

Time Requirements

- 3 days per week (Hours and schedule to be determined in consultation with Event Managers)
- October through mid-December

If extended through the Spring 2018 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.

(continued on next page)

Benefits

- Learn and apply best practices related to event management.
- Gain hands-on practical experience in event execution of one National Cherry Blossom Festival event.
- Gain insight into event preparation for the 2018 National Cherry Blossom Festival.

National Cherry Blossom Festival internships are unpaid, but college credit may be offered, dependent upon the educational institution's guidelines and requirements. A transportation stipend is available if needed.

Qualifications

- 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.

Application Instructions

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