

POSITION: Downtown at Sundown: Event Day Intern

REPORTS TO: President & CEO

JOB TYPE: Part-time, non-exempt

COMPENSATION: \$600 stipend (equates to approximately \$12.50/hour)

Overview

Downtown at Sundown is a five-week outdoor concert series held Thursday nights in Downtown Brookings. This free family-friendly event features live music, food vendors, retail booths, and kids activities. 2024 will mark the ninth year of the event, which acts as a gathering place for community members and visitors alike. Application deadline for this position is April 21st, 2024.

Primary Responsibilities and Expectations

As an Event Day Intern your primary responsibility is to work with Lead Intern, Chamber staff, volunteers, and other event-day interns to set-up, work event, and tear-down all five concerts. Additional responsibilities include, but are not limited to:

- Act as event and organizational brand ambassador
- Participate in event marketing and promotion efforts such as social media videos, posts, etc.
- Other tasks as assigned

Requirements:

- Ability to work independently
- Ability to lift approximately 50 lbs.
- Possess a valid driver's license
- Ability to make quick, educated decisions
- Excellent verbal and written communication skills

Internship Hours

- Week of July 29: 2-3 hours for onboarding and organization
- Each Thursday between August 1 – August 29: Required hours between 2:00 pm - 11:00 pm
- Additional meetings and possible other hours will be required.

It is required that the Event Day Interns work all five event dates (each Thursday between August 1 – August 29). If there is an unavoidable scheduling conflict, that will need to be addressed with the President & CEO prior to hiring.

Outcomes

From this internship you will acquire firsthand event planning experience. You will gain experience interacting with a variety of event stakeholders from vendors to event attendees to sponsors to community and city leaders. You will be exposed to all event suppliers and elements needed to orchestrate a successful event.

Applicants should email their cover letter and resume to Kelsey@brookingschamber.org before April 21st, 2024.

Founded in 1938 The Brookings Area Chamber of Commerce continues to be the leading business organization in the Brookings area. Living out our mission of promoting, connecting, enriching, and advocating for the Brookings area business community, we provide endless opportunities to help businesses succeed. Made up of over 500 member businesses, we connect all cross sections of the business community.