



# NORTHWEST FOLKLIFE

Strengthening our communities through arts & culture

## Assistant Volunteer Coordinator Internship

### Northwest Folklife Internship Program:

Interning at Northwest Folklife can be the experience you need to gain a career in event planning, festival production, the music industry, nonprofit management, marketing, fundraising and a whole host of other fields. Interns at Northwest Folklife take on a significant role in executing the largest free community arts festival in the nation and learn how to increase visibility and strengthen the sustainability of a nonprofit organization.

### Before you apply:

- Housing and transportation are not provided.
- Start and end dates, hours per week, and days of the week are all negotiable based on the intern's availability.
- All applicants must be able to commit to working Memorial Day weekend, (May 24 – 27, 2018) as well as Thursday May 23 and Tuesday May 28. **NO EXCEPTIONS.**
- Internship is unpaid but this individual will be paid a stipend for the festival weekend.
- Academic credit for internships must be arranged by the intern with their sponsoring institution. Academic credit is up to the discretion of the intern's college or university.
- Computer resources are limited; prospective interns with laptops are encouraged to apply

**Title:** Assistant Volunteer Coordinator Intern

**Internship Length:** February 4, 2019 – June 4 2019 (dates flexible)

**Hours per week:** 8-15 hours per week (will increase as we get closer to the Festival)

**Reports to:** Volunteer Coordinator

The Assistant Volunteer Coordinator Internship requires collaborating with almost every department and aspect of Northwest Folklife and therefore is a perfect fit for anyone who wants to learn more about the event planning world. The primary focus of this internship will be to assist with scheduling and Volunteer Registration the weekend of the Festival in addition to supporting the Volunteer Appreciation Program.

### Responsibilities

- Assist with the scheduling of volunteers and outreach efforts
- Help organize donations for Volunteer Appreciation Program and procurement
- Help run volunteer registration during the Festival (May 24 -27, 2019; must be available all four days)
  - Help with data entry and other Volunteer Registration procedures
  - Assist with the Volunteer Check-In process and Training
- Organization of the Staff Lunch

### Identified Learning Outcomes:

- Strengthen customer service skills as part of an Event Management Team by communicating with staff, donors, and members of the community, volunteers, performers and business associates.
- Develop an understanding of event coordination by working with development teams, production teams, volunteer coordinators, and sponsorship associates.



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- Enhance communication skills through interactions with community representatives, artists, performers, sponsors, and production teams.
- Gain experience with non-profit arts administration and coordination.

## Requirements

- Strong work ethic and communication skills.
- Proficiency with Microsoft Office, Excel and data entry.
- A love of music, arts, and culture.

## To Apply:

Please send your resume and a cover letter via email to the Volunteer Coordinator at [volunteers@nwfolklife.org](mailto:volunteers@nwfolklife.org) with your name and Volunteer Coordinator Internship in the subject line.