



NORTHWEST FOLKLIFE

Strengthening our communities through arts & culture

Our Big Neighborhood 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 February 15 -17 + April 5-7 in a lead capacity.
- Internship is unpaid.
- 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: Our Big Neighborhood Assistant Volunteer Coordinator Intern

Internship Length: January 7, 2019 – April 16, 2019 (dates flexible)

Hours per week: 4-10 hours per week (increased hours over Seattle School's Mid-Winter Break and Spring Break),

Reports to: Volunteer Coordinator

The Our Big Neighborhood 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 at our Movin' Around the World: Winter and Movin' Around the World: Spring week-long events.

Responsibilities

- Assist with the scheduling of volunteers and outreach efforts
- Help with Volunteer Appreciation Thank You Card and Certificate of Appreciation mailing after both Movin' Around the World events
- Help run volunteer registration during Movin' Around the World (February 16-22 + April 6-12)
- Help with data entry and other Volunteer Registration procedures
- Assist with the Volunteer Check-In process and Training
- Assist the Production Team with load-in and break down of the events

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



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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 with your name and Volunteer Coordinator Internship in the subject line.