

## **Wanted:**

### **Event Management Interns**

- Assist with updating and copy writing info for web sites
- Press release writing and distribution
- Database management (Access, Excel)
- Assist with advertising – radio, print, banners
- Coordinate sponsorship involvement
- Assist with design and layout of festival area
- Assist with logistics of events
- Fundraising/sponsorship procurement
- Auction set-up
- Procurement of auction items
- Writing scripts for parade entries
- Creation of promotions and promotional ideas
- Other duties and tasks as they arise

Flexible hours around your school schedule

(guaranteed at least 10 hours/week)

Pay is a \$500 stipend at end of internship.

Chance of job offer if fit is excellent.

**Contact: Judy Walker, 707-523-3728; [jgwtoo@sonic.net](mailto:jgwtoo@sonic.net)**