



CITY OF CLEVELAND

Mayor Frank G. Jackson

Department of Public Works

Office of Special Events Internship

(Unpaid)

The City of Cleveland is offering an excellent opportunity to gain work experience and develop practical skills that are transferable in today's job market.

As an **Office of Special Events** intern, you will:

Primary Responsibilities

- Assist with the preparation of all permitting (special use, parade, special events, etc.)
- Aid in the administrative duties of the office
- Assist full-time staff with on-site event management/operations for any created events within the office
- Attend on-site visits and walk through for the City Hall Rotunda
- Attend Special Events Steering Committee Meetings

Other duties include:

- Assisting full-time staff with day to day operations
- Aiding in the distribution of marketing and promotional materials
- Performing other duties as assigned

Requirements:

- Prior experience with event management/operations
- Able to work independently
- Must be enrolled in an accredited College/University

Work Hours-The summer internship program requires a minimum of 40 hours per week. If the student is receiving college credit for the internship, the college or university will determine work hours for the student, up to 40 hours per week. The Office of Special Events Staff is flexible in terms of exact work hours, however requires that a loose schedule be created in advance.

Transportation and Parking-Transportation and parking are not provided or reimbursable by the City of Cleveland. Interns may use the RTA system (the central station is located in Tower City) or may drive and park for approximately \$10 per day in some locations. RTA schedules and routes can be found at www.riderta.com.

Interested applicants may send resumes to kharden@city.cleveland.oh.us ; 601 Lakeside Avenue, Room 121, Cleveland OH 44114; 216 664 3489 (fax).

Please include Special Events Intern in the subject line.