



Civic Center Conservancy Internship

The Civic Center Conservancy has openings for Interns for the 2017 Programming Season. Interns will be involved in several aspects of the marketing, production and logistical planning of Civic Center Conservancy-produced programs in Civic Center Park as well as serving as ambassadors for the Conservancy at our events.

Reports to: Director of Programming & Events

About the Civic Center Conservancy: Formed in 2004 by a group of private citizens passionate about revitalizing Civic Center Park, the Civic Center Conservancy is a 501(c)(3) nonprofit organization that partners with the City and County of Denver to restore, enhance and activate Denver's historic Civic Center. The Conservancy's efforts focus around the following four areas: advocacy for park needs and infrastructure improvements; events and programming to activate Civic Center; public awareness and engagement; and fundraising for capital improvements, activities and initiatives to support and revitalize the park. The Conservancy has a formal cooperative agreement with the City and County of Denver designating it as the official fundraising vehicle for Civic Center Park.

During 2017, the Civic Center Conservancy will produce the following programs in Civic Center Park:

- *Civic Center MOVES:* Free community fitness classes in Civic Center Park | April – October
- *Civic Center EATS:* Lunchtime gathering of food trucks in Civic Center Park | May – October
- *Independence Eve at Civic Center Park:* Free cultural concert, light show and fireworks | July 3
- *Movies in the Park:* Free movies shown on a 40-foot screen | August

Additional information about the Civic Center Conservancy and its programs can be found at www.civiccenterconservancy.org.

Internship Dates: Depending on their school schedule/availability, interns may start any time between May 8 and June 13. The internship should end between mid-August and mid-September and last a minimum of 12 weeks. **Please specify in your cover letter your dates of availability – indicate both anticipated start and end dates plus any information on your flexibility with these dates.**

- **Time Commitment/Hours Per Week:** 12-20. Most hours worked will be on-site at events with a small amount of office work. Interns must be available on Tuesdays, Wednesdays and Thursdays between 10:30 am and 2:30 pm. Consistent attendance is a requirement of the job. As events happen at various times of day, applicants should be prepared to work outside of normal business hours as required by event schedules. This will include some early evenings as well.

Overview of Essential Duties and General Responsibilities:

- Interact with the public and serve as an ambassador for the Civic Center Conservancy and our programs while staffing booth at CCC events.
- Assist with on-site coordination and supervision of Civic Center Conservancy programs including Civic Center EATS, Civic Center MOVES, Movies in the Park, and Independence Eve at Civic Center Park.
- Assist with various research projects.
- Interact with vendors, sponsors, and event contractors.
- Assist with duties related to sponsorship fulfillment.
- Distribute marketing material for CCC programs.
- Assist with event-related record keeping including vendor contact information, vendor revenue from events, and email database (Constant Contact).
- Assist with receptions and other events as required.
- Other duties as assigned.

Desired Skills and Qualifications:

- Desire to interact with the public on behalf of the Civic Center Conservancy.
- Strong communication skills.
- Enrolled for Fall 2017 as a college or graduate level student.
- Pursuing a degree in marketing, communications, public relations, business, event management, hospitality management, urban planning and/or non-profit management.
- Demonstrated interest in place-making and associated concepts.
- Previous experience through internships, employment, or volunteer work.
- Attention to detail.

Physical Requirements:

- While performing the duties of this job, the individual is required to regularly (2/3 of the time or more) work in outdoor weather conditions.
- Required to lift and move up to 25 lbs.

Compensation: A \$500 stipend is available at the successful conclusion of an internship lasting at least 12 weeks.

To apply: Please send a letter of interest which includes your dates of availability and resume with subject line "Civic Center Conservancy Internship" to Eric Lazzari, Director of Programming & Events at eric@civiccenterconservancy.org

Application Deadline: March 27, 2017.