



## Event Management Internship

Our Event Management Internship is designed to be a learning experience with opportunities to discover more about how a large event is planned, budgeted and implemented for the Carlsbad Educational Foundation. As an intern, you will assist the Event Coordinator managing activities to successfully plan and complete fund-raising events from conception through completion.

### **Carlsbad Educational Foundation Mission Statement**

The mission of the Carlsbad Educational Foundation is to support the education of every child in the Carlsbad Unified School District by developing, conducting and financing innovative and quality programs and projects.

### **Requirements:**

- Excellent time management, communication, interpersonal, writing and proofreading skills.
- Ability to manage and accomplish multiple projects and work assignments while meeting deadlines.
- Must be a team player, outgoing and possess excellent customer service skills.
- Knowledge of Microsoft Word, Excel, PowerPoint, Access, mail merges, email and web searches.

### **Key Responsibilities (Intern will assist Event Coordinator with the following):**

- Organizing event files and contact logs.
- Helping plan, design and produce events while managing project delivery elements to insure high quality event productions.
- Conducting market research, gathering information, making site visits, and finding resources to help staff make decisions about event possibilities.
- Preparing budgets and providing periodic progress reports to staff for each event.
- Tracking event finances including check requests, invoicing and reporting.
- Ensuring compliance with insurance, legal, health and safety obligations.
- Serving as liaison with vendors on event-related matters.
- Organizing facilities and managing event details such as food and beverage, audiovisual equipment, décor, equipment and supplies.
- Preparing invitee lists, nametags, materials, gift bags, registration lists, seating cards, etc.
- Defining volunteer requirements and coordinating their activities.
- Managing on-site production, close out of all events and clean up as necessary.
- Participating in special event committee meetings.
- Conducting pre-event and post-event evaluations and reporting the outcomes.
- Proposing new ideas to improve the event planning and implementation process.

### **Schedule and Compensation**

Candidates will receive credit in conjunction with their CHS Academy Internship agreement. Hours per week and schedule may vary.

**Applicants**

Applicants should forward a copy of resume and cover letter by e-mail to:  
Michelle Ginn, CEO, Carlsbad Educational Foundation at [michelle@carlsbaded.org](mailto:michelle@carlsbaded.org)  
Carlsbad Educational Foundation is an Equal Opportunity Employer. A diverse  
applicant pool is desired.