

Special Events Intern

City of Albany Department of Recreation

Location: Albany, NY

Salary: \$15.52/hour

Type: Seasonal – Internship

Examples of Duties and Responsibilities:

The main focus is planning and executing special events for the spring and summer seasons. Other duties include fundraising and sponsorship development activities, coordinating donor development including cultivating, nurturing, and growing the network of committed donors and sponsorship partnerships, identifying, researching, and rating prospective businesses as event sponsors, developing and creating customized solicitations to potential event sponsors, coordinating sponsorship partnerships for facilities, events, programs, and marketing materials, creating and distributing press releases and other marketing materials.

The intern will be invited to attend department trainings, orientations and meetings, (where feasible) i.e.:

- Management team meetings with Recreation staff
- Department events planning meetings
- Special Events planning meetings
- Other applicable projects within the Recreation Special Events

Physical Requirements and Working Conditions:

Occasionally required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk and hear. The intern must occasionally lift or move up to 30 pounds. Occasionally exposed to adverse weather conditions, including wet and or humid conditions.

Work Schedule:

- 9:00 AM – 5:00 PM
- 20 - 40 hours per week
- 12 week internship

