



## Special Events Intern Job Description

### Summary

Under the direction of the Special Events Coordinator, the intern will observe and assist with planning of and implementation of various projects as they pertain to Historic Savannah Foundation's annual Special Events: The Gala, Race for Preservation, and Savannah Preservation Festival.

The intern will have the opportunity to improve his or her:

- General communication skills
- Understanding of inner workings of a nonprofit organization
- Understanding and knowledge of planning and executing Events
- Sponsor and patron intake procedures
- General customer service skills

### Responsibilities

- Assist with the planning and coordination of committee meetings and Special Events
- Assist in communications around event management including, timelines, calendars, reports and diagrams
- Assist with Marketing Special Events via e-blasts, social media, and mailing campaigns
- Assist with onsite event management and set-up
- Assist in providing customer service to Historic Savannah Foundation Special Events Patrons
- Other duties as assigned

### Preferred requirements / special skills

- Pursuing a bachelor's degree or master's degree in Arts Administration, Public Administration, Communications, Marketing, Hospitality, or another related field
- Proficiency with Adobe Creative Suite and Microsoft Office Suite
- Detail-oriented, creative thinker with a passion for Special Events and community outreach; editing and proofreading skills a plus
- Ability to work proactively, manage multiple projects, and perform under project deadlines
- Strong interpersonal, verbal (including phone work) and written communication skills

Internships are non-paid positions. Students desiring academic credit for their internship must arrange it with their academic institution. To correspond with class or work, interns can arrange flexible schedules between weekday hours of 9:00 AM - 5:00 PM. Some weekends and nights may be necessary.

*Historic Savannah Foundation (HSF) is a 501c(3) non-profit historic preservation organization with a strong and dedicated support base. The mission of HSF is to preserve and protect Savannah's heritage through advocacy, education and community involvement. HSF was established in 1955 in order to save the 1820 Isaiah Davenport House from demolition. From this initial project, Historic Savannah Foundation launched a Revolving Fund Program, which has saved over 360 buildings.*

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