



Summer Events Intern

Want to be involved in bringing some of Wausau's most beloved events to the community? Are you looking for hands-on experience related to event management, marketing, customer service, or communications? If yes, Wausau Events is on the search for a summer intern to assist in the day-to-day management of our organization!

This intern will serve on the frontlines and be involved with all events organized by Wausau Events. You'll even have an opportunity to get involved in developing new programs! The schedule for this position varies weekly from 15-20 hours, not to exceed 120 hours per internship guidelines. Responsibilities include:

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- Assists in the planning of all 2022 events.
- Manages the entire Concerts on the Square Series each Wednesday evening (June 8 through August 17) from 4 PM to 8:30 PM, including event set up, tear down and vendor needs.
- Assists with Wings Over Wausau event (June 24-26) and Big Bull Falls Blues Fest (August 19-20), including event set up, day-of-coordination and tear down.
- Manages volunteers for events including the recruiting, training, and day-of needs.
- Provides administrative and office support including but not limited to answering phones, responding to inquiries, confirming vendors, and greeting visitors.
- Participates in committee and board meetings.
- Manual labor including, but not limited to hauling event supplies, setting up and moving equipment, and various assigned tasks.
- Excellent communication skills.
- Ability to problem solve and handle stressful situations.

Preferred Experience:

- Currently enrolled in a post-secondary education institution
- Pursuing a bachelor's degree in recreation or events management, marketing/communications, or similar area

To Apply:

Please submit a cover letter and resume by **December 3rd, 2021** via email to:

execdir@wausauevents.org