



Ticketing and Event Management Internship

Objective

To gain experience in marketing, sales and management by assisting the Director of First Impressions with the Festival box office, event planning, and various additional tasks.

Internship

Internship would begin in January 2012 and continue through July 2012. This is a full-time position; regular office hours are 9:00 a.m. to 5:00 p.m. Occasional overtime and extended hours should be expected leading up to and during events, including nights and weekends. Start and end dates, as well as office hours, are somewhat flexible depending upon program requirements.

Compensation

A maximum of a \$1,000 stipend per 15-week block, housing, college credit, and an all-access pass to Festival events.

Possible Responsibilities

- Answer incoming ticket calls
- Manage day-to-day ticket sales
- Oversee box office for all events including main box office during Festival
- Assist in planning and production of Festival events
- Facilitate competitive event registration sales
- Various other tasks as assigned

Qualifications

- Currently enrolled or recently graduated from an accredited college or university
- Excellent organizational skills
- Proficiency in Microsoft Office software
- Effective oral and written communication skills
- Positive attitude, enthusiasm, and team spirit
- Experience in coordinating events or other programs is a plus

To apply

Send application, cover letter and resume by December 1, 2011 to:

National Cherry Festival
Mandy De Puy
Director of First Impressions
250 E. Front Street, Suite 301
Traverse City MI 49684