Octagon Center for the Arts
Event Management Intern

The Event Management Intern will assist the Executive Director and Events Coordinator with event planning and implementation efforts, as well as day-to-day operating functions. Events include: the Octagon Art Festival, the annual fundraiser, and numerous receptions.

Responsibilities
- Providing administrative assistance to the Events Coordinator for the planning, organization, and implementation of event tasks and projects
- Recruiting and scheduling volunteers
- Recruiting organizations and businesses to participate in events
- Soliciting donations from businesses
- Editing and maintaining database of participants
- Managing correspondence and promotional materials
- Participating in staff and committee meetings
- Assisting with the physical set up for events
- Representing the Octagon at events

Successful Candidates
- Project a positive professional image to the general public, clients, stakeholders, and the community
- Are able to meet deadlines; are prompt and reliable
- Have strong written and verbal communication skills and organizational skills.
- Are able to perform administrative duties including data entry, filing, copying; have proficiency in basic computer skills, able to create and edit basic Microsoft Office Suite documents (ie: Word, Excel, PowerPoint) with technical and grammatical accuracy
- Are able to lift 25 pounds, as they will be lifting/carrying/moving chairs and tables for events set up
- Can work 5 – 10 hours a week at the Octagon Center for the Arts during regular business hours
- Have a cumulative g.p.a. of 3.0 or higher

Positions and Compensation
- One position for summer
- May be used to fulfill internship credit requirements

Contact
Rhonda Scott, Events Coordinator
Octagon Center for the Arts
427 Douglas Ave
Ames, Iowa 50010
info@octagonarts.org

About the Octagon Center for the Arts
The Octagon Center for the Arts is a not-for-profit 501(c)-3 organization located in the heart of downtown Ames, Iowa. For more than fifty years, the Octagon has steadfastly worked to make the arts more accessible to the general public. We enhance people’s lives by encouraging individual creativity, spirit, and potential. The Octagon continues to contribute to the quality of life and economic growth of the Ames community by making it a more livable and prosperous place. The Octagon serves more than 30,000 people annually through art classes and outreach programs, rotating exhibits, the retail Gallery Shop, and special events such as the Octagon Art Festival. For more information, please visit www.octagonarts.org.