



POSITION: Festival Events Intern
DEPARTMENT: Events and Operations
REPORTS TO: Director of Events and Team Operations
STATUS: Unpaid, College Credit Only

SUMMARY: This position provides expert support to the Director of Events and Team Operations by assisting with the logistical elements of its Festival, Community and Game Events.

ESSENTIAL FUNCTIONS:

Kickoff Party

- ◆ Assist Director of Events and Team Operations with overall management of event day logistics.
- ◆ Secondary liaison to facility.
- ◆ Assist in the production of an event manual.
- ◆ Assist in the coordination with facility to provide housekeeping, security and event staffing.
- ◆ Assist in the management of all logistical needs including but not limited to entertainment, décor, audio/visual, gifts, etc.
- ◆ Assist with coordinating ancillary entertainment.

Coaches Luncheon

- ◆ Assist Director of Events and Team Operations with the overall management of event day logistics.
- ◆ Secondary liaison to facility.
- ◆ Produce event manual
- ◆ Assist in the coordination with facility to provide housekeeping, security and event staffing.
- ◆ Assist in the management all logistical needs including but not limited to entertainment, catering, décor, audio/visual, gifts, room layout, etc.
- ◆ Secondary liaison to the Coaches Luncheon committee.
- ◆ Assist in the production, installation, dismantle and inventory of event signage and decor.

OBC Members Gameday Celebration Party

- ◆ Assist Director of Events and Team Operations with the overall coordination and communication associated with the event.
- ◆ Assist with facility needs.
- ◆ Assist with the management of all logistical needs including but not limited to entertainment, catering, décor, signage, audio/visual, gifts, etc.
- ◆ Assist with the management of expenses according to pre-approved budget.
- ◆ Secure gifts as prizes for raffle contest.

General

- ◆ Assist Director of Events and Team Operations with the research, presentation and management of annual plans, budgets and purchase.
- ◆ Assist in departmental projects and requests (i.e.: Orange Order, Schutt Helmets, wristbands, DJ Needs, etc.)

- ◆ Responsible for the administration of agreements and budget for each assigned event.
- ◆ Assist in the Development, presentation and management of event staffing plans.
- ◆ Development, presentation and management of event operational task lists.
- ◆ Coordination of event meetings (both internally and externally) including but not limited to:
 - ⇒ Scheduling
 - ⇒ Agendas
 - ⇒ Minutes
- ◆ Other tasks as assigned by Chief Executive Officer, Chief Operating Officer, Vice President Events & Operations and Director of Events and Team Operations
- ◆ Representation at various South Florida business functions.

Qualifications:

- ◆ Highly organized and attention to detail. Excellent communications and interpersonal skills. Proofreading skills required.
- ◆ Strong record of event achievement.
- ◆ Proficiency in MS Outlook, Word, Excel and PowerPoint. Photoshop and Publisher a plus.
- ◆ Must be available to work ALL Orange Bowl Committee events (weekdays and weekends) including but not limited to the Orange Bowl Youth Football League
- ◆ Other tasks as assigned by Department Heads.

Note:

- ◆ Must be willing to work 40+ hours a week.

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