

# EASTSIDE HERITAGE CENTER



*Connections for yesterday, today, and tomorrow.*

## **Public Events Intern**

Eastside Heritage Center (EHC) in Bellevue seeks a Public Events Intern to assist with the planning and implementation of special events, in particular the annual Bellevue Strawberry Festival. Candidates will gain fundamental skills and knowledge of working in Event Planning for a non-profit organization.

### **Duties and responsibilities include, but are not limited to, the following:**

- Assist in the coordination and execution of special events.
- Assist with Strawberry Festival merchant, craft and food vendor coordination, communications and registration.
- Assist with Strawberry Festival Volunteer coordination
- Assist with Strawberry Festival marketing, including placement of event flyers and posters, promotional signage, media releases, and social media postings.
- Compile and assemble post-event reports for sponsors and partners.
- Assist with Strawberry Festival event-day set-up and logistics.
- Other duties as required.

### **Dates & Hours:**

- Requires a 2.5 month commitment minimum (May through June) and a possibility of extending the internship through the summer for other EHC events if desired by both the intern and EHC.
- 5 to 10 hours/week with flexible scheduling.
- Full availability for Strawberry Festival event-weekend, including set-up and take down, June 21-24, 2013.
- Start Date: May 2013

**To apply**, please send a cover letter and resume to EHC Executive Director, Heather Trescases, at [director@eastsideheritagecenter.org](mailto:director@eastsideheritagecenter.org) or fax 425.450.1050.