



Event Team Internship Opportunity

The SevenVenues Event Team is responsible for successfully coordinating all facets of events taking place in Norfolk's premier venues. Our interns are an integral part of our success.

This is a fast-paced and fun internship that provides hands-on experience in the event industry. Our internship program is unique because our interns work collaboratively with the team to craft a work plan based on their learning and career goals. Interns assist with a wide variety of events from start to finish such as concerts, sporting events, weddings, and outdoor festivals.

Interns can expect to gain exposure to the day-to-day logistics, on-site management, industry best practices, networking opportunities with our partners, and industry technology.

Overview of responsibilities:

- Actively participate in planning meetings and tours
- Prepare reports and design event maps
- Maintain digital and physical documentation of events
- Support Event Coordinators on event days
- Research and special projects as assigned

Our Ideal Candidate will be enthusiastic and committed to the position. We require reliable and responsible individuals who can work both with a team and independently. He or she must demonstrate outstanding interpersonal and written communication skills, as well as be proficiency in the Microsoft Office suite. Event planning and/or coordination experience is preferred.

Time Commitment: We offer flexible full-time and part-time positions to undergraduate and graduate students enrolled in Recreation, Tourism, Hospitality, Arts Administration, Event Management, and other relevant degree programs. Interns must be available during office hours Monday to Friday from 8:30a to 5:00p, on evenings and weekends, and occasional holidays.

Compensation: The internship is unpaid; however, students can gain school credit, as well as enjoy much of the exciting programming offered in our venues.

Deadlines: Please note semester and application deadlines below.

Spring:	January to April	Full-time: October 15 st	Part-time: November 1 st
Summer:	Mid-May to August	Full-time: March 8 th	Part-time: March 8 th
Fall:	Sept. to December	Full-time: July 15 th	Part-time: August 1 st

To Apply: A complete application, including your resume and cover letter, must be emailed to Christine Rucker at Christine.Rucker@norfolk.gov. Incomplete applications will not be reviewed.