

## **Job Title: Special Events Intern (paid)**

**Reports to:** Tony Maggiotto, Director of OFS Special Events  
Kim Barrus, OFS Event Manager

**Start date:** April/May 2018

**Employee duration:** Summer

**Hours Required:** 20-30 Weekly

**Hourly Rate:** \$10.40 --- \$11.00



**Overview of Position:** Old Falls Street (Spectra Venue Management) is currently seeking friendly and outgoing students that have interest in planning, marketing, and executing outdoor events in downtown Niagara Falls USA. This is a unique internship that will give you hands on experience in the event planning industry.

**Responsibilities include, but are not limited to, the following:**

- *Applicants should be interested in 2-3 of the areas below, or more!*
- Event Planning
- Marketing & Graphic Design
- Social Media
- Daily Event Coordination
- Arts & Crafts Coordination
- Event Set-Up & Operations

**Qualifications and Requirements:**

- Must be a University or College student
- Interested in Hotel & Restaurant Management, Sport & Recreation Management, Tourism & Event Management, or similar fields
- Working knowledge of Word, Excel, Facebook, and Twitter
  - Bonus if you have knowledge and experience with Adobe Creative Suite
- Ability to operate basic point of sale program and cash register
- Ability to perform physical tasks such as; lifting and carrying up to 25 pounds, working outside and standing on feet for long periods of time
- Excellent communication skills and customer relations
- Ability to stay abreast of local events and attractions
- Awareness and knowledge of surrounding Niagara Falls area
- Must have time flexibility, working evenings, weekends, and holidays if required
- Detail oriented, self-motivated and ready to have fun!

\*For more information, please contact Tony or Kim at [info@fallsstreetusa.com](mailto:info@fallsstreetusa.com)\*