

Job Title: Special Events Intern (paid)

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

Start date: April/May 2020

Employee duration: May 1 – Oct 1

Hours Required: 25-35 Weekly

Hourly Rate: \$12.00



Overview of Position: Old Falls Street, USA (Spectra Venue Management) is currently seeking friendly and outgoing students that have an interest in planning, marketing, and executing outdoor events and daily activities 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