



## Civic Center Conservancy Internship

The Civic Center Conservancy has openings for Interns for the 2020 summer season. Interns will be involved in several aspects of the marketing, production and logistical planning of Civic Center Conservancy-produced programs in Civic Center Park, while also serving as ambassadors for the Conservancy at our events. In addition, interns will have the opportunity to assist Conservancy staff in various project areas, including but not limited to: Fundraising and Development, Community Engagement and Public Relations.\*

**Reports to:** Communications & Marketing Manager

**About the Civic Center Conservancy:** Formed in 2004 by a group of private citizens passionate about revitalizing Civic Center Park (a National Historic Landmark), the Civic Center Conservancy is a 501(c)(3) nonprofit organization that partners with the City and County of Denver to restore, enhance and activate Denver's historic Civic Center. The Conservancy's efforts focus around the following four areas: advocacy for park needs and infrastructure improvements; events and programming to activate Civic Center; public awareness and engagement; and fundraising for capital improvements, activities and initiatives to support and revitalize the park. The Conservancy has a formal cooperative agreement with the City and County of Denver designating it as the official fundraising vehicle for Civic Center Park.

During 2020, the Civic Center Conservancy will produce the following programs in Civic Center Park:

- *Civic Center MOVES:* Free community fitness classes in Civic Center Park
- *Civic Center EATS:* Lunchtime gathering of food trucks in Civic Center Park

Additional information about the Civic Center Conservancy and its programs can be found at [www.civiccenterpark.org](http://www.civiccenterpark.org)

**Internship Dates:** Depending on their school schedule/availability, interns may start any time between June 1<sup>st</sup> and June 10<sup>th</sup>. The internship should end between mid-August and mid-September and needs to a minimum of 12 weeks. **Please specify in your cover letter your dates of availability – indicate both anticipated start and end dates plus any information on your flexibility with these dates.**

- **Time Commitment/Hours Per Week:** 12-20. During a typical season most hours would be on-site at events with a small amount of office work; however due to unknowns regarding public gathering we will provide both in-park and in-office opportunities.\* Preference is given to candidates who are available on Tuesdays, Wednesdays and Thursdays between 10:30 am and 2:30 pm. Consistent attendance is a requirement of the job. As events happen at various times of day, applicants should be prepared to work outside of normal business hours as required by event schedules. This may include some early evenings, as well.

### Overview of Essential Duties and General Responsibilities:

- Engage with the public and serve as a marketing ambassador for the Civic Center Conservancy and our programs while staffing booth at CCC events.\*
- Assist with on-site coordination and supervision of Civic Center Conservancy programs including Civic Center EATS and Civic Center MOVES and possibly other events that the Conservancy hosts in Civic Center Park.\*

- In coordination with staff, design research projects that both meet the needs of the Conservancy, and the skill sets and interests of the intern to help meet their academic goals.
- Assist with duties related to sponsorship fulfillment.
- Distribute marketing material for CCC programs.
- Assist with record keeping including vendor contact information, vendor revenue from events, and email database (MailChimp).
- Assist with receptions and other events as required.
- Assist with social media content gathering and posting.
- Assist staff with work in ongoing organizational projects.
- Attend meetings with staff that will aid in the intern's learning track.
- Other duties as assigned.

**Desired Skills and Qualifications:**

- Desire to interact with the public on behalf of the Civic Center Conservancy.
- Strong communication skills.
- Enrolled for Fall 2020 as a college undergraduate or graduate level student.
- Pursuing a degree in marketing, communications, public relations, business, event management, hospitality management, urban planning and/or non-profit management.
- Demonstrated interest in place-making and associated concepts.
- Previous experience through internships, employment, or volunteer work.
- Attention to detail.

**Physical Requirements:**

- While performing the duties of this job, the individual is required to regularly (2/3 of the time or more) work in outdoor weather conditions.\*
- Required to lift and move up to 25 lbs.

**Compensation:** A stipend up to \$1,000 is available upon the successful conclusion of an internship lasting at least 12 weeks.

**To apply:** Please send a letter of interest which includes your dates of availability and resume with subject line "Civic Center Conservancy Internship" to Amanda Johnson, Communications and Marketing Manager at [amanda@civiccenterconservancy.org](mailto:amanda@civiccenterconservancy.org)

**Application Deadline:** May 1st, 2020.

*\*Due to the COVID-19 Public Health Order in place at the time of this posting, there is some uncertainty surrounding the structure of our regular summer programs in Civic Center Park. With that, our interns may spend less time working in the park at events than is normal with this position. Our internship program provides ample growth and learning experiences outside of event work, such as research projects and other staff support surrounding ongoing organizational projects. Please contact Amanda with any questions, as we will continue to know more about our event schedule throughout the month of April.*