



ACTIVATIONS INTERN

REPORTS TO: EVENT SUCCESS COORDINATOR

SUPERVISES: NONE

TERMS: 15-20 HOURS PER WEEK; 12 WEEKS TOTAL; SEASONAL (MAY-SEPTEMBER, FLEXIBLE DATES); UP TO \$5,000 STIPEND

Civic Center Conservancy is looking for an **Activation Intern** who will support the implementation of several aspects of the logistical planning, production, and execution of Civic Center Conservancy and community-produced activations in Civic Center Park, as well as serving as an ambassador for the Conservancy at events. In the process, they will learn essential skills related to event production, community engagement, customer service, and general office skills.

WHO YOU ARE

- You are a team player who is eager to learn, follows instructions well, and is good with details.
- You are interested in putting on events, programs, and other activation strategies.
- You are comfortable speaking to people and acting as an ambassador.
- You are passionate about supporting and facilitating the success of others.
- You are self-motivated and operate professionally.

SUMMARY

The Activations Intern reports to the Event Success Coordinator and directly supports the operational and logistical implementation of programming in Denver's Civic Center, produced either by community partners or Civic Center Conservancy. Activations range in scale and scope, from small theater productions to large-scale festivals, and occur in the Civic Center Park ("Park") and the McNichols Civic Center Building ("McNichols") throughout the entire year. This role supports the success of these events, including setting up and breaking down equipment at events, assisting with record keeping, interacting with vendors and sponsors, and acting as an ambassador of the Conservancy to community partners and visitors to park activations.

Ideal candidates will be interested in events management, customer service, and partnerships with various community, corporate, and government stakeholders. They will demonstrate a love of crafting moments of creativity, engagement, and alignment with the community.

INTERNSHIP DATES + TIME COMMITMENT

Depending on their school schedule/availability, Interns may start any time between May 1st and June 10th. The internship should end between mid-August and mid-September and must be at least 12 weeks. **Please specify your dates of availability in your cover letter. Indicate your anticipated start and end dates and any information on your flexibility with these dates.**

The intern has a set a weekly time commitment of 15 to 20 hours. Most hours will be on-site at activations in the park with a small amount of office work. Preference is given to candidates available on Wednesdays and Thursdays between 8:30 am and 3:30 pm for our Civic Center EATS activation. Consistent attendance is a requirement of the job. As other activations can happen at various times of day, applicants should be prepared to work outside of normal business hours as required by event schedules, which will be provided with at least two weeks notice. This may include some early evenings and weekends, as well.

DUTIES AND RESPONSIBILITIES

- Support operations of the Conservancy's activation portfolio, including Civic Center EATS and additional to-be-determined activations, which include:
 - Implementing logistical and operational plans for Conservancy-produced events
 - Interacting with vendors to secure necessary resources and services
 - Supporting administrative needs related to vendor applications, resource acquisition and maintenance, event registrations, and event communications to all stakeholders
 - Support on-site event setup, execution, and breakdown, ensuring a seamless experience for internal and external stakeholders, including vendors and attendees
 - Supporting post-event operational evaluations, gathering feedback from stakeholders, analyzing the data, highlighting key insights and recommendations for future events, identifying areas for improvement, and proposing solutions to ensure future event success.
- Support Community Partners with the execution of their activations.
- Maintain and foster relationships with activation partners, community partners, City Partners and vendors.
- Attend meetings with staff that will aid in the intern's learning track.
- In coordination with staff, design a research project that meets both the needs of the Conservancy and the skill sets and interests of the intern to help meet their academic goals.
- Other relevant duties, as assigned.

QUALIFICATIONS AND COMPETENCIES

- **Required** to be at least 18 years old.
- Enrolled as a college undergraduate or graduate-level student pursuing a degree in event management, hospitality management, non-profit management, public relations, natural resource management, or any other fields related to event production and community engagement **preferred**.
- Demonstrated interest in developing event management skills, interpersonal communication, collaboration, community engagement, relationship building, place-making, and multi-tasking skills.
- The ability to follow directions and comfort with asking questions.
- Demonstrated ability to communicate and effectively interact with people across cultures, ranges of ability, genders, ethnicities, races, and other identities in order to create an inclusive, equitable, and welcoming environment.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Spanish-language proficiency or higher is **preferred** but not required.
- **Requires** willingness to work irregular hours in advance of and during events.
- 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 50 lbs.

COMPENSATION

A stipend of up to \$5,000 is available upon the successful conclusion of an internship lasting at least 12 weeks. Portions of the stipend can be paid at 25%, 50%, and 75% of the internship term.

TO APPLY

Qualified and interested candidates should submit a cover letter and resume with the subject line “CCC Activations Intern” to Eric Raya Steinbeiss, Director of Community Partnerships + Activation, at people@civiccenterconservancy.org. Please share your connection to parks or public spaces in your cover letter.

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.

The Civic Center Conservancy encourages all qualified candidates to apply. The Civic Center Conservancy is an equal-opportunity employer and seeks a diverse pool of applicants. We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.

This position will work in-person at the Conservancy offices in Denver's Capitol Hill neighborhood and in Civic Center Park.

Application Deadline: **April 1, 2024**. We will keep applications open until a suitable candidate is found.

ABOUT CIVIC CENTER CONSERVANCY

Civic Center Conservancy keeps Denver's Civic Center Park active and thriving for all. We help steward the land, engage our community, and invest in the park's future to ensure this iconic public space reflects the best of Denver.

For more information, go to www.civiccenterpark.org.