

## Event Planning Internship



Get the best of both worlds by gaining experience in event planning work for an established festival, while also helping to guide the event as we take it in new directions for 2015.

The Louisiana Bucket Brigade is a 501(c)(3) environmental health and justice organization working with communities that neighbor the state's oil refineries and chemical plants.

The New Orleans Earth Day Festival began in 2009 as a simple crawfish boil, and has since grown to be an established event that brings together New Orleans residents, local green businesses, nonprofits, craft and food vendors around environmental sustainability in New Orleans. The free event is all-inclusive, with music, local food, kids' activities, sustainable demonstrations, and prizes.

The Event Intern would assist with the planning and execution of this and other LABB events. LABB events aim to engage our members, recruit new supporters of our cause, and raise funds to support the work that we do. This internship is a great way to contribute to a worthy local cause while gaining experience and participating in a fun, vibrant event!

The event planning intern will gain experience in logistics, permit process, promotion, committee management, and expo vendor relations.

The Event Intern will help with many aspects of event planning and will need to be flexible in assisting with duties as needed. These could include, but are not limited to, any number of the items listed below. If you have a specific interest, please let us know in your cover letter.

- Help brainstorm creative ways to integrate LABB messaging into events
- Communicate with green business vendors
- Assist with permit applications & follow-up
- Recruit event volunteers to help plan and execute the festival
- Promote event via social media, flyers, and press
- Solicit donations, i.e. silent auction items and food
- Attend monthly planning meetings with other event coordinators
- Participate in event during set up, break down, and throughout the day
- Assist with logistics, including obtaining supplies, coordinating set up and break down
- Pick up food or supplies during event

### Qualifications:

- Excellent organizational, communication and writing skills
- Comfortable soliciting donations over phone or in person a must
- Detail-oriented
- Professionalism, punctuality, and ability to prioritize multiple responsibilities
- Self starter, problem solver
- Commitment to environmental justice preferred
- Previous event planning or fundraising experience a plus

Internship is 10-15 hours per week, for minimum 10 weeks leading up to Earth Day (first week of February), or could be extended as desired. Office hours are M-F, 9-5 pm. Internship hours will include some weekends. Interns bring own computer if possible. Internship is unpaid; class credit may be available.

Interested candidates should email short cover letter and resume to [evanmarie@labucketbrigade.org](mailto:evanmarie@labucketbrigade.org).