**Job Posting – Events Intern**

# Who We Are:

WTVS Detroit Public Television (DPTV) is the viewer-supported PBS member station serving the nation's 11th largest television market. We operate Channels 56.1, 56.2 and 56.3, and are carried on cable and satellite systems throughout Southeast Michigan and over a thousand communities in Canada. We also operate WRCJ 90.9 FM, the classical and jazz radio station licensed to the Detroit Public Schools. Our vision is to educate, entertain and inspire, in partnership with our community.

DPTV is notably active in the community producing [local programs](http://www.dptv.org/programs/programs-a-to-z/) that showcase arts, culture, news and analysis; and [educational outreach campaigns](http://www.dptv.org/education/) that use the power of media to provide knowledge and understanding.

Detroit Public TV is built on relationships, and fosters the relationships it has with employees. We are committed to providing a creative and professional work environment with comprehensive benefits to support a positive work environment.

Detroit Public Television is looking for a Special Events Intern to join our team in Wixom, MI.

**What You’ll Do:**

The Special Events intern will assist with all facets of special event planning. You will work directly with the Manger of Member Events and within the Events Department in planning, supporting and executing a wide-range of events, as well as help assist with some administrative duties as needed. You will become familiar with the processes of the station and event planning, while also learning in a creative and fast-paced environment.

Position will shadow other event department staff, offer input into projects, be invited to meetings, and may be asked to assist the Communications Department on occasion.

**Essential Functions:**

* Work with Manger of Member Events to assist with the planning and coordination of meetings and events.
* Maintain up-to-date event documents including event checklist, request forms and action plans.
* Procure and organize supplies for events
* Research venues for location, general pricing, food/beverage options, etc. to assist in building files for departmental use.
* Assist with communications around the event including timelines, calendars and reports.
* Assist with onsite event management & execution including set-up/strike.

**Outcomes:**

At the conclusion of the internship, the intern will be able to:

* Create an events budget.
* Support the execution of events and large meetings.
* Understand the inner workings of nonprofit organization.
* Ability to work in a fast-paced, mission-driven organization.
* Facilitate a presentation that will be prepared and delivered to DPTV staff regarding the key learning objectives that were achieved during the semester.

**Skills:**

* Experience with Microsoft Office.
* Strong communication skills, both oral and written.
* Ability to participate within a team and also work independently as needed.
* Organizational skills, with an ability to prioritize time-sensitive assignments.

**Qualifications:**

* Must be currently enrolled in a university or vocational tech training. Second year status is preferred.
* Pursuing a degree in Special Events and/or Hospitality Industry.
* Mandatory 20 hours per week, with a 12 week commitment. Some late evenings and weekends will be required.
* Interest in the Arts and Non Profit Sector.

**What You’ll Get:**

* Opportunities to participate in personal and professional development programs.
* Opportunities to serve our mission and community.
* Great work environment.

**Intern applicants must be currently enrolled at a college or university, or have recently (within past 6 months) graduated with a relevant degree.  The internship program is unpaid and focused on education and training.**

**How to Apply:**

Send resume and cover letter to:

HumanResources@dptv.org

**Human Resources
WTVS Detroit Public Television
1 Clover Court
Wixom, MI 48393-2247**

\*No telephone calls or third parties. Please include the title of the position in the subject line of the email.

Posting Date: 10/6/2019

Detroit Educational Television Foundation d/b/a Detroit Public Television and WRCJ 90.9FM, is an equal opportunity employer committed to a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, gender identity, age, disability status, marital status, military status, or protected veteran status. Employment decisions at Detroit Public Television will be based on merit, qualifications, and abilities.  The specific statements above are not intended to be all inclusive.