

The Next Fifty Internship Program 2011/2012



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Be Part of It!

www.nextfifty.org

Now accepting applications for a once in a lifetime internship opportunity! In 2012 Seattle Center will be hosting the 50th Anniversary of the 1962 Seattle World's Fair. The legacy of the World's Fair, Seattle Center, includes not only the Space Needle, Monorail and Pacific Science Center, but a 74-acre campus with 12 million visitors annually. Join Seattle Center Foundation and help coordinate six months of events, exhibitions, concerts, lectures and family activities that will take place in 2012 in the heart of Seattle. We need talented people to help us plan and promote the celebration in 2012. If you have a passion for civic involvement and a strong interest in one of our celebration themes, then this is the perfect opportunity for you! Our themes include: Arts, Culture & Design, History, Sustainable Futures, Science & Technology, Global Health, Learning, Commerce & the Innovation Economy, and Civic Action. We're looking for college students, graduate students or unemployed professionals, looking to gain skills in marketing, communications, event planning, resource development, and arts administration. See position listings and descriptions below:

INTERNSHIP OPPORTUNITIES

- **Special Events Project Coordinator**

- Collaborate with a broad spectrum of community organizations and experienced event producers to help develop programming plans for The Next Fifty
- Research events and programs that fall under our themes (Arts, Culture & Design, History Sustainable Futures, Science & Technology, Global Health, Learning, Commerce and Civic Action)
- Help develop event proposals, execution plans, budgets and timelines
- Assist with project management tasks associated with planning and executing events

- **Communications & Outreach Coordinator**

- Help us reach our internal and external audiences and engage their support and participation in The Next Fifty.
- Assist in planning, development and implementation of outreach presentations and events to various audiences
- Help manage WordPress-based website, including content creation, design elements, comment review and online marketing
- Create content for collateral, newsletters, social media, press releases and our website
- Assist in the development of media strategies and support public relations efforts

- **Marketing Promotions Coordinator**

- The Marketing Promotions Coordinator will help us conduct monthly promotional activities designed to engage the public in participating in the 50th Anniversary. A new engagement activity will launch on the 21st of every month and may include things like T-Shirt design contests, Face Book promotions, and merchandise sales promotions.
- This person will be responsible for managing the promotional calendar, designing and executing promotions, developing partnerships and processing contest winners.
- The Coordinator will be partnering closely with marketing and communications staff to promote the activities and highlight winners.

- **Development Associate**

- The Development Associate will help us build and manage our donor groups to engage their support of The Next Fifty
- Assist with researching prospective donors and participating organizations
- Help with outreach efforts including direct mail, email, and special events.

- **Government Affairs Coordinator**

- The Government Affairs Coordinator will help us build our elected official group of constituents
- Assist with researching causes and organizations affiliated with our elected official partners
- Help with outreach efforts including direct mail, email and special events
- Contact staffers of elected officials to engage their support and participation in our event.

Anticipated Commitment for All Positions:

- Hours: Minimum of 10 hours per week – up to 40, flexible schedule
- Unpaid, considered volunteer hours

Requirements for all positions:

- Passion for civic involvement
- Must be enrolled in an undergraduate or graduate program or have professional experience
- Some experience in a professional work environment preferred
- Self-sufficient worker – can work independently towards well defined goals
- Ability to work within a diverse team
- Excellent written and verbal communications skills
- Microsoft Word and Excel proficiency. For the Communications positions: Adobe Creative Suite, MS Office and WordPress experience preferred as well as social media familiarity, especially with Facebook and Twitter.

Benefits:

- Seattle Center Employee badge
- Professional Business cards
- Monorail Pass
- Parking or Buss Pass
- Letters of reference and recommendations

Contact:

Send letter of interest and resume to: 50@seattlecenter.org