

Ingenuity Cleveland

Special Event Internship - Spring and Summer Available

Ingenuity Cleveland ignites the creative spark among artists, entrepreneurs and innovators through joy and collaboration in service to social progress. Ingenuity hosts large-scale events from our Bal to IngenuityFest, touting 15,000+ visitors in September. Learn more about these events by visiting the Ingenuity website.

This internship presents the opportunity to contribute to Ingenuity's mission while gaining experience in event management, operations, production and nonprofit management.

As an events intern, you will:

- Assist with preparing event logistics, from hospitality to venue management, signage, catering, volunteers and more
- Assist staff and contractors with on-site event management and operations including distribution of marketing and promotional materials
- Research and outreach to potential event partners
- Attend on-site visits and walkthroughs
- Performing other duties as assigned

Requirements:

- The ideal candidate must have a positive attitude, ambition and a strong work ethic
- Must have excellent communication and organization skills
- Must be able to work both collaboratively and autonomously
- Must be enrolled in an accredited university in an undergraduate or postgraduate program
- Prior event coordination experience preferred
- Candidate should prefer a fast-paced environment leading up to, and during events
- Must be able to commit to a minimum of 15-20 hours per week