



Summer Events Intern

Wausau Events is looking for an individual to assist in the management of Wausau Events throughout the spring season. This individual will assist with all events organized by Wausau Events from start to finish and aid in developing new programs. The hours for this position vary weekly from 15-20 hours, to more hours needed during event weeks.

Responsibilities Include:

- Manages the entire Concerts on the Square Series each Wednesday evening (June 4 through August 27) from 4 PM to 9 PM, including event set up, tear down and vendor needs.
- Managing the Chalkfest event (Set up Friday, June 27th, event June 28 & 29). Includes setting up the event, committee meetings before the event (virtual) and managing all event day operations alongside the committee.
- Assists with Big Bull Falls Blues Fest (August 15 & 16), including: event set up, ticket sales, vendor needs and more.
- Provides administrative and office support including but not limited to answering phones, responding to inquiries, confirming vendors, and greeting visitors.
- Participates in committee and board meetings during the summer months (June, July & August)
- Manual labor including, but not limited to hauling event supplies, setting up and moving equipment, and various assigned tasks.
- Excellent communication skills.
- Ability to problem solve and handle stressful situations.
- Other opportunities might be available depending on the candidate.

Preferred Experience:

- Currently enrolled in a post-secondary education institution
- Pursuing a bachelor's degree in recreation or events management, marketing/communications, or similar area

To Apply:

Please submit a cover letter and resume by **December 20th, 2024** via email to: execdir@wausauevents.org.

Wausau Events is a 501C3 non-profit organization dedicated to creating community through events in the greater Wausau Area.