



## 2024 Event Operations Summer Internship Opportunity

**ABOUT THE ORGANIZATION:** Downtown SLO is a 501(c)(6) nonprofit whose mission is to foster an economically vibrant Downtown through community-oriented events. Learn more about us at [DowntownSLO.com](http://DowntownSLO.com).

**SCHEDULE:** June 20, 2023 - September 6, 2023 - **every** Thursday and Friday;  
Orientation on Wednesday, June 19, 2023 12:00 - 4:00 PM  
Volunteer & Staff wrap party week of September 9, 2024

**Event Operations Dates:** 6/20, 6/21, 6/22, 6/28, 7/5, 7/11, 7/12, 7/18, 7/19, 7/25, 7/26, 8/1, 8/3, 8/8, 8/10, 8/15, 8/16, 8/22, 8/23, 8/29, 8/30, 9/5, 9/5  
*No Market 7/4*

Requires availability for all 12 weeks: Thursdays 4:00-10:00 p.m. & Fridays 1:30 - 9:30 p.m.

**APPLICATION DEADLINE:** Wednesday, May 1, 2024

**CANDIDATES:** Are you outgoing, willing to roll up your sleeves, haul event equipment and transform spaces in a blink of an eye? Do you enjoy live music, lively crowds and fast-paced activities?

We want to hear from you! This Internship program is designed to provide college students who are interested in gaining event coordination and operations experience at iconic San Luis Obispo community events. You will work alongside a fun, dedicated team of rockstars committed to coordinating a phenomenal weekly **Downtown SLO Farmers' Market** and our annual 12-week **Concerts in the Plaza** series. This is a 12-week commitment that will receive a stipend at the 6-week and 12-week mark. Academic hours can be earned, and you will receive valuable work experience in a fun, team environment under the supervision of highly-trained and seasoned Event Managers.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- Execute daily event production timeline to ensure all aspects are completed as planned.
- Responsible for event setup and getting all materials organized onsite.
- Provide event production support for Downtown SLO's Farmers' Market & Concerts in the Plaza.
- Work with a high level of service, communication, and teamwork.
- Work around alcohol, manage a POS system and handle cash as necessary.
- Act as a liaison between event attendees and event managers as needed.
- Attention to crowd flow, venue cleanliness, event regulations, and public safety during all events.
- Break down, return and maintenance of all equipment and supplies to proper storage locations.
- Interact with staff, volunteers, sponsors and event guests in a professional and ethical manner.
- Perform other duties as necessary to assist the organization.

### PHYSICAL DEMANDS:

- Stand/Walk for prolonged periods of time
- Lift and move materials up to 50lbs
- Maneuver on grounds at night at dusk and dark
- Work in an outdoor environment subject to weather
- Comfortable working in noisy environments - moderate to very loud

To apply, please email us your resume and cover letter by **May 1, 2024** for interest at [Shannon@DowntownSLO.com](mailto:Shannon@DowntownSLO.com). This is a stipend (\$1,200) position. Academic hours can be credited.