



JOB POSTING: EVENT INTERN

Summer 2021 Internship Position

The National Landing Business Improvement District (BID) is a public-private partnership committed to enhancing the vitality of the greater National Landing area including Crystal City, Pentagon City, and Potomac Yard-Arlington. The BID coordinates, manages or conceptualizes more 300 events and activations each year, including weekly events like the farmers' market and our weekly outdoor music series Fridays at the Fountain, as well as larger signature events and pop-up brand activations.

We're seeking an energetic and creative individual to serve as Event Intern and assist with the execution of our events and programs as we work to elevate National Landing – both locally and nationally. The Event Intern will provide event and logistics support for National Landing BID communications and marketing team. Responsibilities include but not limited to:

- Support the Director of Events & Strategic Partnerships in the execution of events/activations
- Provide on-site staff support of recurring weekly events
- Support marketing efforts for all events and programs
- Assist with management and storage of event materials and furnishings
- Manage volunteer outreach for programming and events
- Oversee online event calendar for events
- Assist with procurement of vendors and event partners
- Support development and strategy for new events and programming
- Other duties as required

EXPERIENCE AND QUALIFICATIONS:

- Ability to manage multiple priorities and meet deadlines with minimal supervision
- Strong organizational, written, and verbal communication skills
- High degree of accuracy and attention to detail
- Detail-oriented, self-starter, and problem-solver
- Technical capability with Microsoft Office including Word, PowerPoint, and Excel
- Experience with social media and marketing & promotional strategy
- Team-oriented with a positive outlook
- Collaborative and creative mindset and ability to work in a fast-paced environment
- Design experience preferred
- Familiarity with Arlington County and National Landing a plus
- Interest in current and emerging trends in the events industry
- Currently enrolled or completed an undergraduate or graduate program of an accredited College or University

EMPLOYMENT TYPE: Part-time, hourly; evenings, nights, and weekends as needed to assist in supporting BID programming and events.

SALARY: \$18/Hour

TO APPLY: Email a cover letter, resume and references to admin@nationallanding.org. Please include your name and "Event Intern" in the subject line.

ABOUT THE NATIONAL LANDING BID:

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The National Landing Business Improvement District (BID) is a public-private partnership established to promote and activate the area's business, retail, restaurant and residential community through placemaking, public art, transportation, economic development, events, marketing and promotion. This dynamic, mixed-use urban center encompasses the vibrant Crystal City, Pentagon City and Potomac Yard-Arlington neighborhoods, and includes more than 26,000 residents, nearly 12 million square feet of office space, approximately 5,900 hotel rooms and over 450 restaurants and shops. Already Virginia's largest walkable downtown, National Landing is in the midst of an exciting transformation driven by billions of dollars in public and private investment that will deliver new and enhanced housing, offices, parks, transportation and infrastructure in the coming years. The National Landing BID is helping to steer this growth in ways that are sustainable and enhance the area's diversity and livability.

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