



## **Events & Activations Intern**

The National Landing Business Improvement District (BID) is seeking an **Events & Activations Intern** to assist with the execution of the BID's events calendar. Responsibilities for this role include:

- Support the Director of Events & Activations 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
- Oversee online event calendar for events
- Assist with procurement of vendors and event partners
- Support development and strategy for new events and programming
- Track vendor, performer and event inquiries
- Other duties as required

### **EXPERIENCE AND QUALIFICATIONS:**

- Ability to manage multiple priorities and meet deadlines with minimal supervision
- Strong research, 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
- Team-oriented with a positive outlook
- Collaborative and creative mindset and ability to work in a fast-paced environment
- Interest in event management or past experience with events preferred
- Familiarity with Arlington County and National Landing a plus
- Currently enrolled or completed an undergraduate or graduate program in an accredited College or University
- Must be available between early January and May 2025
- Specific start and end dates are flexible
- An extension through the summer of 2025 is also a possibility if mutually agreeable

### **LEARNING OUTCOMES AND BENEFITS:**

- Experience and exposure to all facets of a placemaking organization
- Gain experience in project management and event planning
- Introduction to event permitting and planning processes in the Arlington County community
- Opportunity to build experience in community and business engagement
- Exposure to community leaders and businesses

## **EMPLOYMENT TYPE:**

This is an in-person, part-time position working between 10 and 30 hours per week and may include remote work as well as evening and/or weekend meetings and community events).

**COMPENSATION:** \$22/Hour

## **TO APPLY:**

Send a resume AND cover letter to [careers@nationallanding.org](mailto:careers@nationallanding.org) with a subject line of "Events & Activations Intern." Submissions MUST be sent by **Friday, November 15<sup>th</sup> at 5:00pm.**

## **About the National Landing Business Improvement District**

The National Landing BID is a nonprofit public-private partnership that serves as the place management organization for the National Landing neighborhoods of Crystal City, Pentagon City, and Potomac Yard in Arlington County, Virginia. We're storytellers, placemakers, idea champions, and community builders. We bring people together through placemaking, public art, transportation, economic development, events, marketing, and promotion.

Already Virginia's largest walkable downtown, National Landing is in the midst of an exciting renaissance 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.

## **Our mission, vision, and values**

**Mission:** To serve as champions for the National Landing neighborhoods of Crystal City, Pentagon City, and Potomac Yard

**Vision:** National Landing will redefine downtown as a dynamic, mixed-use, urban center with vibrant streets, playful programming, next-generation mobility, world-class parks, and human-scaled design. Our future is sustainable and innovative, with a strong economy and inclusive community.

**Values:** Collaborative, creative, design-forward, fun, inclusive, innovative, people-centered, sustainable.