

## FILM, CULTURE AND SPECIAL EVENTS INTERN DESCRIPTION

### City of Detroit, Mayor's Office - Film, Culture and Special Events Intern(s)

Candidate(s) must be able to complete a wide range of activities requiring clear communication, excellent organizational skills and attention to detail. They must work well under pressure, ensuring a smooth and efficient process.

### RESPONSIBILITIES:

- Assist the department with processing Special Event and Film applications and follow-up.
- Track film locations on a map and spreadsheet.
- Assist with planning & implementation of special events.
- Draft/mail letters and follow-up with applicants.
- Design/prepare communication materials including newsletters, email blasts, phone calls, etc.
- Project development and identify opportunities for potential Special Events.
- Identify and recruit film & special event vendors for the business database.
- Research potential film projects and data entry.
- Administrative support to include but not limited to answering phones, responding to email inquiries and recording meeting notes.

### QUALIFICATIONS:

- Team player who possesses strong interpersonal, written and oral communication skills;
- Creative problem-solver with the ability to multi-task, manage multiple projects and meet deadlines in a fast-paced environment;
- Self-starter with a positive demeanor;
- Currently enrolled at a two (2) year college or a four (4) year college/university;
- A grade point average (GPA) of 2.5 or better, using a 4.0 scale;
- Proficient with Microsoft Office including PowerPoint, Excel and Word;
- Studying to obtain a degree in events, film, communications, marketing or a related field.

### INTERNSHIP SCHEDULE:

- Interns must be able to work a minimum of three (3) days per week/ five (5) hours per day.
- Internship term:
  - Spring – Feb 21– May 20, 2011; Resume submission deadline: January 28, 2011
  - Summer – May 31 – September 2, 2011; Resume submission deadline: April 29, 2011
  - Fall - September 12 – December 9, 2011; Resume submission deadline: August 22, 2011

### ADDITIONAL INFORMATION:

- All candidates will be subject to a medical evaluation, including drug screening. Candidate may also be subject to criminal and other background investigations.
- Interested candidates should submit resumes to [dfo@detroitmi.gov](mailto:dfo@detroitmi.gov). Make sure the word "Internship" and the term of interest; i.e. (Summer Term) is included in the subject line.
- All questions can be emailed to [dfo@detroitmi.gov](mailto:dfo@detroitmi.gov).
- Internships are non – compensated.
- Students interested in earning academic credit are responsible to coordinate the requirements with their academic advisor.