



Intervale Center 2019 Internship

Event Coordinator Intern

The intern will work with Intervale Center staff to coordinate logistics, manage event flow, and oversee 8 successful Summervales, and assist with all other farm to table dinners. Below are the main events, but there may be additional events added to the schedule.

Events

- **Summervale:** Summervale is a weekly food and music festival.
- **A Midsummer's Feast:** Our largest annual farm to table fundraising dinner cooked by the top chefs in Burlington
- **Barn Opening Party:** A smaller barn celebration put on for Intervale Center donors.

Responsibilities include:

- Create site maps, spreadsheets, parking plans, and other planning tools for events.
- Coordinate logistics with Summervale vendors and partner organizations each week i.e. sending reminder emails, serving as contact in case of inclement weather, managing cancellations, etc.
- Assist with the planning of large-scale fundraiser dinners, including working with chef teams, farmers, serving staff and volunteers.
- Assist with barn set-up and décor for farm to table events.
- Work with local breweries, cideries, cheesemakers, and additional producers to procure items for events.
- Organize materials and event storage space before and after events.
- Oversee Summervale admissions tables; count and track weekly attendance rates.
- Create content for Intervale Center blog series
- Attend all Intervale Center events helping with additional tasks as necessary.
- Assist with other Development tasks as needed

Requirements: Ability to work independently; values attention to detail; enjoys working on busy, fast-paced events; experience with customer service, event planning and coordination; fluency with Microsoft Office suite; excellent written and verbal communication skills.; professional and positive attitude; and a good sense of humor.

Time Commitment: 25-30 hours/week from June 3 – August 31

To apply: Email resume and cover letter to abby@intervale.org by Friday, March 1st .

This is an unpaid internship.

Joint internship opportunities are available with our Gleaning and Food Rescue Program, Conservation Nursery as well as the Intervale Food Hub.