



## Internship Program 2018

#cherrypicking

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Hello! We're so excited you are reaching out to Eventures for our Fall and/or Spring Internship Program! At Eventures, we pride ourselves on our team of highly-motivated, passionate individuals...a team that always provides the Cherry on Top! We expect nothing less from our interns!

The program is designed as a flexible schedule to accommodate academic coursework and/or a part time job. We offer unpaid internships in turn for course credit, in which we are happy to follow the procedures set up by your University to obtain those credits. In order to be eligible, we require that you must be equivalent to a Junior or Senior in college, submit your resume and availability for the fall and/or spring term (fill out the attached form) and commit to 12 hours + per week.

In addition to the Internship Program, we also look for event helpers from time to time that are paid hourly. These often include odd hours (such as late nights and early mornings...and almost always weekends) that are completely dictated by our event schedule. These paid experiences are always offered to our intern staff prior to being extended to our full list of potential helpers.

We will hold speed interview-style sessions we like to call Cherry Pickings! We will invite applicants to attend an interview session. We will already have your application and resume, so we only ask that you come prepared to share why Eventures is the right fit for you!

*xoxo*

*Team Eventures*

To apply:

1. Complete the form below.
2. Complete the online form and upload your resume and application form at:  
<http://www.eventures-inc.com/apply>



**INTERNSHIP PROGRAM | CONTACT INFO**

<b>NAME</b>	<b>ADDRESS</b>
<b>UNIVERSITY</b>	<b>CITY/ST/ZIP</b>
<b>GRAD DATE</b>	<b>EMAIL</b>
<b>MAJOR</b>	<b>CELL PHONE</b>
<b>ACTIVITIES</b>	<b>ALT. PHONE</b>

**INTERNSHIP PROGRAM | AREA OF INTEREST**

**Directions:** Please check the box that would indicate your area of interest for the Internship Program. Please select all that apply.

**AREAS OF INTEREST**

<b>SET/STAGE DESIGN &amp; EVENT PRODUCTION</b>	
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- Prop creation and repair
- Scenic and general painting
- Assist with installations of stage designs
- Inventory management
- Assist onsite with setups, events, & strikes
- Event logistics & production planning
- Maintain showroom and warehouse organization

<b>SALES &amp; MARKETING</b>	
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- Prepare social media & website content
- Write press releases & blog content
- Contact media outlets and build contacts
- Research & development of potential new clients

<b>EVENT PLANNING</b>	
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- Pre-event coordination
- Assist onsite with setups, events, & strikes
- Vendor confirmation
- Assist with overall event design



## INTERNSHIP PROGRAM | AVAILABILITY-FALL/SPRING

**Directions:** Please Check the boxes that would indicate your availability for the Internship Program. Indicate the weeks that you will be unavailable for vacation, rush, etc. On the hourly availability, indicate the timeslots that you could be available for the internship on a weekly basis (based on the weeks selected above).

MONTHLY AVAILABILITY							
	November	December	January	February	March	April	May
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							

WEEKLY AVAILABILITY							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							

AVAILABLE	
UNAVAILABLE	