DOWNTOWN BOULDER

Fall 2014 Events Intern

POSITION DETAILS:

Hours: Flexible
Hours Per Week: 15-20 (Flexible Times)
Pay: Unpaid (Class Credit)
Start and End Date: Mid August or early September – December, 2014 (Dates are flexible)

WHAT IS DOWNTOWN BOULDER?

Downtown Boulder is an umbrella organization for two entities: the **BID** and **DBI.**
BID: Business Improvement District. The BID is a 49-block set neighborhood where property owners tax themselves to make their community cleaner, safer and more vibrant. The BID uses theses taxes to purchase services that provide a comprehensive marketing program catered to consumers.
DBI: Downtown Boulder, Incorporated: A voluntary membership-based organization. The elected Board of Directors represents the voice of Downtown businesses providing advocacy to city/government entities. DBI also produces events and maintains the Downtown Boulder gift card program.

JOB DESCRIPTION:

Downtown Boulder has an exciting opportunity for an un-paid event coordination intern working flexible hours in our office on Pearl Street. Candidates should desire applicable experience in helping manage events for the best Downtown district in the nation!

The position will assist the event director and special projects coordinator with preparation, organization, logistical planning and implementation of upcoming events, volunteer recruitment, and other event related tasks as assigned. We are looking for someone with a positive attitude and a desire and ability to learn quickly. He/she must have impeccable organizational and time management skills, be exceptionally detail oriented, possess strong written and oral communication skills and solid computer knowledge. The flexibility to work evening and weekend events is also a must.

APPLY: All interested candidates should submit a cover letter and resume to Joanna Ackley, Special Projects Coordinator. (joanna@dbi.org)

DOWNTOWN BOULDER
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