

### ***The Progressive Magazine - Event Coordination Internship - Summer 2017***

*The Progressive* is a monthly magazine of investigative reporting, political commentary, cultural coverage, activism, interviews, poetry, and humor that organizes the the nation's largest lecture-style gathering of progressive leaders, elected officials, thinkers, educators, authors, musicians and grassroots organizers to promote public participation in government - Fighting Bob Fest.

#### **Responsibilities:**

- Organizing event logistics including table registrations and volunteer coordination
- Maintaining a database of pre-registered attendees
- Promoting Fighting Bob Fest on social media and through MailChimp email newsletters
- Recruiting event sponsors
- Planning layout of event site
- Assisting the Event Coordinator with schedule management
- Drafting a post-fest exit memo

#### **Useful Skills:**

- Strong writing and phone etiquette
- Interest in progressive politics and grassroots organizing
- Mental organization and strategic execution of disparate tasks
- Sense of humor and flexibility in responding to changes in volume of work
- Sound grasp of grammar and critical thinking
- Reliability and punctuality

Event Coordination Interns will work under the direction of the business staff to organize logistics of Fighting Bob Fest 2017. Interns will learn the basics of database management, event promotion via social media and email campaigns, event site planning, schedule management, volunteer management, and post-event documentation.

Past event experience not necessary, although helpful.

#### **Credit and Stipend Compensation**

The Progressive is dedicated to providing internships that meet the qualifications for earning academic credit. If hired, staff will help interns apply and complete requirements to earn J697 internship credit or your college's equivalent course. Interns at *The Progressive* also earn a \$500 semesterly stipend.

#### **Application Process**

To apply, please email a cover letter and resumé as a PDF file titled '**last name, first name - events\_summer2017**' to Lizzie Kunze at [elizabeth@progressive.org](mailto:elizabeth@progressive.org). Writing samples submitted with cover letter and resumé are preferred, but not required.