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NORTH CAROLINA AZALEA FESTIVAL
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*The North Carolina Azalea Festival
is represented by Ward and Smith, P.A.*

Large-Scale Event Planning Part-Time Internship Program

Are you looking for a creative, fast-paced, part-time internship?

Do you want hands-on experience planning and managing massive community events?

Would you describe yourself as detail-oriented, adaptable, and passionate?

If you answer “Yes” to any of those questions, I invite you to consider applying to be an intern with the North Carolina Azalea Festival. Join the Festival team as we plan and execute one of Wilmington’s most anticipated events of the spring—The North Carolina Azalea Festival!

Information

Reporting to the Events Coordinator, Large-Scale Event Planning Interns will have operational responsibility for the North Carolina Azalea Festival Street Fair and Parade. Assists the Street Fair and Parade committee by providing support services as needed engaging in the planning, administration, and operation of the Street Fair and Parade. While the Street Fair and Parade will be the primary focus, Large-Scale Event Planning Interns will also work on a variety of other Festival events, including a Luncheon, Silent Auction, Fashion Show, and 5k Run.

Distinguishing Features

No other internship will give you more experience behind the scenes during the planning stages of an event AND field experience working and assisting in the management of the event. Applicants will perform a variety of administrative work as it relates to the Street Fair and Parade leading up to the main events during Festival weekend. Interns need to be able to communicate with public contacts by phone, email, and in meetings with the public, committees, and board members. Work is performed in accordance with NCAF policies, and discretion is required in giving out confidential and other information to the public.

Responsibilities

- Communicate with and manage Vendor relations via phone, email, and our database.
- Work with Vendors to collect needed items including fee, COI, Tax ID, Payment, etc.
- Assist in coordinating Sponsor needs in the Street Fair.
- Assist in the creation and sending out of Street Fair vendor packages.
- Schedule music performers for the Street Fair Lounge.
- Work to acquire volunteer meal donations from local businesses for the Committee to have during the Festival.
- Assist in collecting supplies for the Street Fair and getting set up for the Street Fair.
- Work to inform residents and businesses in Street Fair Zone of closures and impacts door to door.
- Assist the Street Fair Committee in proofing and printing necessary signage/banners.
- Communicate with Festival Ticket Office Staff about any deadlines, changes to Street Fair/Parade, etc.
- Correspond with Parade units about payment, line-up, application, etc.
- Create Parade Packets and Barricade Passes for Parade Units.
- Assist the Parade Chair and Events Coordinator in creating a line-up for the Parade prior to the Festival.
- Assist with the planning and management of other Festival Events as needed.

Qualifications

- Unwavering commitment to quality programs
- Ability to work increased and flexible hours as the Festival approaches
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary skills
- Ability to work effectively in collaboration with diverse groups of people and to adapt or improvise to rapid changes
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- **Must be available to work the entire duration of the Street Fair – all day Thursday, Friday, Saturday, and Sunday, April 3-6, 2025**
- **Interns will stay onsite downtown Friday and Saturday night of the Festival to be on call.**

Compensation

- Interns will be given a \$750.00 UNCW scholarship.

Length of Internship

- Intern will start January 20th, 2025, and end April 18th, 2025. Interns will be expected to work 15-20 hours a week. Intern will be expected to work the entire duration of the Festival, including nights and the weekend. Interns will be expected to work various events leading up to Festival week.

How to Apply

- Please fill out the Application found on the following pages and submit it to the Events Coordinator, Anna Pfirman, via email (events@ncazaleafestival.org)

APPLICATION: Large Scale Event Planning Part-Time Intern

Name:

Cell Phone:

Email:

Address:

Major:

Minor:

Year in School:

Expected Graduation Date:

Please tell us about any past work or volunteering you have done (If you have no past work or volunteer experience, please tell us what your aspirations for post-college are):

Please list any current or future work, volunteer, or extra-curricular obligations:

Please explain the importance of the North Carolina Azalea Festival in our community:

What do you hope to gain by working with the North Carolina Azalea Festival?

Please tell us about any skills, education knowledge, or experience that you can utilize to help plan and organize a large event such as this:

Please list three references with contact information (at least one must be a non-UNCW contact):

1) Name:

Phone:

Relation:

2) Name:

Phone:

Relation:

3) Name:

Phone:

Relation:

Thank you for your interest in helping plan the North Carolina Azalea Festival. We will be in touch soon!

