

Position Title: Dodge City Days Intern

Start Date: May (dates flexible)

End Date: August (dates flexible)

Reports to: Dodge City Area Chamber of Commerce Staff

Applications Due By: April 26, 2019

Overview and Internship Summary:

The Dodge City Days Internship is designed to give the intern a glimpse into why the Dodge City Days Committee and the Dodge City Area Chamber of Commerce is an integral part of the Dodge City community. The participant will assist Chamber Staff with Dodge City Days planning, events, and community communications. The Dodge City Days Intern will play an important part in office operations and member services, while making lasting contacts in Dodge City and learning the important skill of planning and networking first hand.

Roles and Responsibilities:

- Dodge City Days: Assist Events Director with the Dodge City Days event – a 10 day community festival that is the largest Western Heritage Celebration in Kansas. Intern will help with event planning, marketing and promoting the event, orchestrating all the different activities that go on within the 10 days, manage details and logistics, and much more.
- Membership Database: Familiarizing themselves with the Chamber’s membership database Chamber Master.
- Office Operations: Helping the Chamber with day-to-day tasks such as answering the phone, fielding walk-in traffic and questions, responding to emails, attending meetings, etc.

Qualifications, Skills, and Characteristics:

- College or highly qualified high school student
- Time management and organizational skills
- Attention to detail and task focused
- Experience using Microsoft Office (Word, PowerPoint, Excel)
- Basic knowledge of marketing, advertising, and event planning skills
- Valid driver’s license and eligibility to work in the U.S.
- Basic knowledge or desire to learn website management, social media marketing, database organization, app development, and design programs such as, InDesign, Illustrator, and Photoshop
- Intern must be available to work all 2019 Dodge City Days dates: 7/25/19 – 8/4/19

Intern Compensation:

- \$9.00 per hour
- Average of 30-40 hours per week