



Chamber of Commerce MOUNTAIN VIEW

Art & Wine Festival/Administrative Event Intern **Job Description**

The Art & Wine Festival/Administrative Intern is responsible for coordinating a variety of aspects of the Mountain View Chamber of Commerce sponsored 2008 Mountain View Art & Wine Festival as well as various aspects of program coordination. The Art & Wine Festival, in its 37th year, is a cultural community celebration and tradition. On September 6 & 7, 1,000 volunteers will help to make this event a success. The intern will report directly to the Director Programs & Events and work with volunteer committees as well as other members of the Chamber staff.

Responsibilities:

Art & Wine Festival

- Attend event planning meetings and follow-up as necessary.
- Coordination of food vendors
 - (logistics, rentals, health permits after event follow-up)
- Ensure Health permits are distributed Saturday am
- Coordinate entertainment and vendors in the children's area.
 - (logistics and after event follow-up)
- Assist with on-site coordination of children's area (Fri. pm & Sat. am)
- Fill-in where needed during weekend event
- Assist with Volunteer Appreciation Party
- Other event-related duties as deemed necessary.

Administrative

- Other event coordination.
- Office support may include mailings, data entry, etc.

Qualifications:

- Ability to work on multiple tasks at the same time
- Excellent written and verbal communication skills
- Motivation and initiative
- Willingness to learn
- Proficient on PC
- Interest in working with volunteers

Compensation & Commitment:

- \$1,500 Stipend
- May, 2008 – September 16, 2008. 15 hours/week.

Please send resume and cover letter to: Chamber of Commerce Mountain View, 580 Castro Street, Mountain View, CA 94041 *Attn: Jacqui Marchessini, Director, Programs & Events. Or e-mail to: jmarch@chambermv.org, or fax to: 650/968-5668. Position open until filled.