Memorial’s Festival of Trees Internship

Street Address: Memorial Medical Center Foundation
701 North First Street, Box 61, Springfield, IL 62781
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Agency Contact: Amanda Johnson, Event Manager

How should students contact this agency? Email
How should students submit cover letter and resume with 1 reference? Email

Description of business and event
Memorial’s Festival of Trees started in 1989 as an event to benefit the healthcare programs offered by Memorial Medical Center. Over the years, the Festival of Trees has grown to a 9-day event featuring more than 150 trees and wreaths decorated with exquisite care by area designers, an elaborate hand-crafted Gingerbread Village, the Candy Cane Express train, the Little Elves’ Workshop; Santa’s House, a Boutique full of unique gift items, a Gingerbread Cookie Bakery, and a live entertainment area featuring dozens of musical performances. See www.memorialsfestivaloftrees.com for more information.

Internship or Job Description
Intern will be assisting event manager with planning, coordination, and execution of Memorial’s Festival of Trees. Some basic duties include: Attending monthly committee meetings, assisting with mailings, keeping the website updated, editing printed materials, ordering supplies and equipment, tracking sponsors and designers for event, organizing and ordering event signage, tracking of ticket distribution, scheduling Festival of Trees volunteers, assist with event set-up and tear-down, assists during Festival of Trees as much as possible, and assists with event follow-up (mailings, thank-you letters, and awards).
Open to any student, especially COM, MGT and BUA majors. Familiarity with Microsoft Office Products (Word, Excel, Outlook, Access) preferred.

Basic student learning anticipated:
This internship will provide an opportunity for the student to network and gain valuable work experience in the areas of event-planning, fundraising for non-profit organizations, and volunteerism and community service in a healthcare environment.

Hours per week: 12-20
Weeks: 16
Position Available: Fall only; applications should be in by mid-September

Unpaid

Updated: July 26, 2012