



Irish Fair of Minnesota
836 Prior Avenue North
St. Paul, MN 55104

www.irishfair.com
(952) 474.7411

The Irish Fair of Minnesota Internship Program provides an excellent opportunity for hands-on experience at one of the most family friendly events in the Twin Cities, one of the most authentic Irish festivals nationwide and an amazingly great time by the nearly 100,000 people who attended last year's festival. Irish Fair is looking for several interns interested in enhancing their education experience in the areas of communications, marketing, event planning, project management, and journalism.

Responsibilities/Duties

Possible responsibilities include planning events in addition to the Fair, working with local businesses and neighborhoods, developing marketing pieces, staff support, information management, and VIP/Sponsor relationships. Interns will not only see a large event from the planning stages to completion, but also develop professionalism, management and communication skills.

Preferred Skills

- Project management skills
- Effective organization, communication and time management skills
- Flexibility and the willingness to work hours necessary to get the job done
- Personable, detail oriented, able to adapt to a fast paced, sometimes stressful environment
- Needs to be a team player and independent problem solver
- Self-motivated and driven to expand upon the intern role to better meet the needs of the organization
- Able to work under general supervision and to exercise independent judgment
- Solid PC skills, use of Excel is a must

Specific areas of interest and number of interns we are looking for:

- (1) Graphic Design
- (1 to 2) Entertainment
- (1) Media Relations/Communications/Marketing
- (1 to 2) Event planning
- (1) Volunteer coordinating

Time Commitment

Intern would be required to work: days, nights, weekends and holidays. Approximately 15-25 hours per week, May 29th through Mid-August. **We will be accepting applications through March 1st.**

Compensation

Intern positions are unpaid. However, the experiences with Irish Fair of Minnesota will provide opportunities to network, build a portfolio and gain valuable professional skills.

Application Process

Eligible participants must be at least 18 years of age. Preference will be given to those possessing strong communication, marketing and organizational skills. The candidate need not be from a non-profit background. To apply, send resume, cover letter (cover letter should include work and education experience, availability and desired outcomes) and three references to:

Irish Fair of Minnesota - Internship
Attn: Sarah VanSickle
836 Prior Ave
Saint Paul, MN 55104

or e-mail: executivedirector@irishfair.com, subject line: INTERNSHIP 2012