

Eau Claire Jazz INC.

EVENT PLANNER

Position Description
Summer 2010 – May 2011

APPLICATION DEADLINE: May 24, 2010

Other Event Planner positions will be available starting fall 2010. Deadline for fall positions is Oct. 17.

Overview:

The internship through the Eau Claire Jazz Festival is an excellent opportunity to gain experience in communications, public relations and event planning. Booking venues, artists, creating promotions and event logistics are just a few of the intern's major responsibilities. Hours range from 10-15 hours per week. Regularly scheduled meetings with Jazz Festival leadership are expected.

Responsibilities:

There are several events that require meticulous planning. They include: Artist Reception, ECJ Art Crawl, Post-Concert Jam Session, Guest Artist Concert, Alumni Band Concert & Reception, Haymarket Jazz Club Concert, 2nd Annual Jazz Slam and others.

Each individual event will have different requirements regarding an event planner, but the following are basic responsibilities:

- Coordinate all event logistics
 - Oversee and delegate roles to event staff
 - Book artists, performers, venues, etc. pertaining to event
 - Act as liaison between Eau Claire Jazz Festival and hosting venue
- Work with Communications team to develop promotions for your event
- Assist with all press release writing and media opportunities

Required Qualifications:

- Junior/Senior standing at UW-Eau Claire
- Strong communication and organizational skills
- Mastery of basic word processing applications and computer skills; adept at MS Word and Excel
- Must be reliable, responsible and very flexible
- Available 10-15 hours/week
- Daytime Availability: must be able to work at campus office 2-3 times per week for a minimum of two hours

Preferred Qualifications:

- Major within Mass Communication, Department of Communication and Journalism
- Involvement or interest in the UWEC music department

Please email your resume to Patty@eauclairejazz.com or mail to:

**Eau Claire Jazz, Inc.
P.O. Box 1401
Eau Claire, WI 54702**

A Community Partnership

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