Position: Event Management Intern - Pittsburgh Pride

Hours: 15+ Hours per week. Evening and weekend hours may be required. We will accommodate prospective student's schedules as best as possible. Actual hours may vary depending upon requirements of the position/event, etc...

Compensation: Stipend of $500 at completion of Internship.

Job Description: The Event Management Intern will play an integral role in the planning, execution and evaluation of the Delta Foundation’s annual Pride Celebration activities celebrating the diversity in our region. As Event Management Intern he/she will work with the teams responsible for putting together detailed plans to execute a full line-up of events. The candidate must be able to work independently. The event organizer is hands-on and will require working as part of a team. You will need to complete a wide range of activities requiring clear, effective communication, critical thinking, excellent organizational skills and attention to detail. You must be able to work well under pressure, make decisions and ensure the smooth and efficient running of an event. Additional responsibilities will include, but are not limited to fund raising, communication with Delta sponsors, vendors, and event staff, and other duties as assigned. This position will report to the President of the Delta Foundation of Pittsburgh and will attend Board meetings as requested by the Board.

Duties and Responsibilities:
- Planning, coordination, and management of Delta events
- Coordination with event partners and partner staff
- Managing a budget
- Working with a team to obtain proper permits
- Working with a team to plan and execute all logistical items for the Pride Week Events
- Working with a team to organize parking, traffic control, security, first aid, hospitality, media and talent
- Working with a team to coordinate staffing and volunteer requirements
- Prepare logistic documents for all vendors
- Day of event management
- Post event evaluation
- All other duties approved by supervisor.

Required Education and/or Experience: Must be at least 18 years old and have transportation. Able to pass a criminal background and child abuse history check (Act 32/33 Clearance). Flexible schedule. Proficient in Microsoft Office.

About the Foundation:

“The mission of the Delta Foundation of Pittsburgh is to increase awareness and understanding of and improve the quality of life for the Lesbian, Gay, Bisexual and Transgender community in the Pittsburgh region. We do this through financial support of LGBT organizations, as well as sponsorship and production of our own community events.”

The Delta Foundation of Pittsburgh is the region’s largest Lesbian, Gay, Bisexual and Transgender organization and is dedicated to improving the quality of life for and visibility of the LGBT community. The organization’s major initiatives include Pittsburgh Pride™, a 10-day celebration held downtown with over 35,000 participants in attendance, (Pittsburgh)RED, a collaboration with the City of Pittsburgh and over 30 HIV/AIDS organizations and corporate partners held on World AIDS Day, and Equality Partners of Western PA, a grass roots issue advocacy program that spans 23 counties. The foundation has offices located in the heart of downtown Pittsburgh at 429 First Ave.