



## **Events and Programming Intern**

The Events and Programming Intern will focus on logistics for Downtown programs and signature events, Parc lease support, and membership outreach.

### **About Downtown Lafayette:**

The Downtown Development Authority (DDA) and Downtown Lafayette Unlimited (DLU), both located within the International Center Downtown, work together to enhance Downtown Lafayette economic development and placemaking. As the governing authority of the Downtown District, the DDA focuses on development, infrastructure, and policy, while DLU's mission places focus on programming, business resources, and marketing and advocacy. DLU is a 501(c)(6) non-profit organization responsible for programming and marketing the district through various activities such as Downtown Alive!, ArtWalk, Sunday Brunch, and more. For more information on these Downtown organizations, please visit [www.downtownlafayette.org](http://www.downtownlafayette.org).

### **Core Responsibilities:**

- Support the Director of Programming and Engagement with Parc lease agreements, membership development, and general communications as needed
- Assist with events and programming execution to include vendor selection process, guest experience, and logistics
- Stay current with event and entertainment trends while continually exploring new alternatives
- Manage asset inventory, procurement, and distribution as it relates to events
- Actively participate in relevant meetings, conference calls, and presentations and work productively as a member of the team. In addition, you will have visibility into budget management.

### **Expectations:**

- Well organized and detail-oriented work.
- Work independently and with the team when needed.
- Responsible time management
- Recognize and work to deadlines
- 10-20 hours per week with a negotiable schedule

**Compensation:** The internship position is not compensated, however interns may earn college credits.

**Benefits:**

- Flexible scheduling
- Become part of the growth and excitement of Downtown
- Gain experience working with a government agency
- Gain experience working with a non-profit organization
- Learn to work with a board of directors and have the opportunity to make lasting contacts
- Work in a creative and supportive environment
- Letter of recommendation upon completion of a satisfactory internship program

Interested candidates should submit their resume and cover letter to [info@downtownlafayette.org](mailto:info@downtownlafayette.org) with “Events and Programming Intern” noted in the subject line.