



Events & Communications Intern

Applications are due by February 29, 2024

Grow Oak Ridge, a 501(c)(3) non-profit organization, is the nonprofit fiscal sponsor of the **Jackson Square Lavender Festival**, in Oak Ridge, TN, now in its 24th year. Lavender Festival is an herb fair that celebrates good health, local food, sustainability and of course, lavender. The festival attracts approximately 25,000 visitors annually, and was named the Best Festival in 2022 by the Middle East Tennessee Tourism Council.

Grow Oak Ridge is seeking an Events & Communications Assistant Intern for the production of the festival which is June 16 to 18, 2024. Internship is from April 15, 2024 to June 28, 2024.

WORK HOURS: This part-time internship would consist of approximately the following hours: • 5-10 hours per week, remotely, April 15 through May 31.

- 40 hours per week June 1 to 16, 2024.
- 5-10 hours per week after the festival, June 17 to 28, 2024.
- All applicants must be local to the Oak Ridge, TN, area and have access to a computer, phone, internet and space from which to work remotely.
- In-person staff meetings are expected weekly at our office in Oak Ridge.
- 10 to 14-hour days are expected in person during the weekend of the festival, starting before sunrise and ending after dark. It's hard work but it's fun!

RESPONSIBILITIES: The editorial intern's responsibilities will include writing press releases, creating social media content, conducting pre- and post-festival communications with sponsors and customers, wrangling volunteers, keeping sponsors happy, and other tasks as assigned.

QUALIFICATIONS:

- A personable, can-do attitude as well as humility and kindness.
- Outstanding organizational skills.
- Proficiency with Google Drive, Docs & Sheets, Canva, a camera, and the ability to learn our event software are all a plus. Ability to make reels and other short videos a plus.
- The ability to work under pressure and to meet deadlines, and think creatively under stress. • Strong written and verbal communication skills.
- Ability to help with set up and clean up of the festival, which may involve lifting 30 pounds, swinging a hammer, standing for long periods and walking the festival grounds repeatedly.

While this is an unpaid internship, all interns will gain real-world experience behind the scenes of a large festival: event planning, nonprofit management, communications, volunteer coordinating and more. To apply, please send a resume and an email letter detailing your interest in the position to Rebecca Williams, lavenderfestivalJS@gmail.com.

Applications are due by Feb. 29, 2024. For more information, visit our website at www.JacksonSquareLavenderFestival.org/jobs