



## **Job Description**

### **Public Programs Intern**

The Detroit RiverFront Conservancy, Inc. was formed as a 501 (c) (3) with the mission of developing access on the Detroit International Riverfront. The entire vision is 5 ½ miles of Riverfront property, from the Ambassador Bridge on the west to Gabriel Richard Park, just east of the McArthur Bridge to Belle Isle, and will include the construction of a continuous RiverWalk along with plazas, pavilions and green spaces.

The Conservancy is responsible for the improvement, operations, maintenance and programming of the Detroit Riverfront in perpetuity.

The Public Programs Intern will serve to support the planning and coordination of multi-generational orientated public programs and will gain an overall understanding of the way cultural institutions of our scale function. She/he will be responsible for assisting the program manager and director in execution of public programs offered to the Conservancy's 3 million visitors. The Public Programs Intern will also be tasked with developing and implementing new public programs. She/he must be available for some weekend and weeknight work throughout the summer.

The position reports to the Programming team.

### **Duties and Responsibilities**

- Assist in planning DRFC public programs on Detroit RiverWalk and Dequindre Cut in subject areas of recreation, education, conservation and arts & culture
- Support or take lead in execution of public programming
- Serve as point of contact for some public programming
- Coordinate the logistics for supplies, program partners and facilities for programs
- Work with DRFC Volunteer Manager to schedule volunteers and manage event volunteers at programs
- Assist or take lead in setting up, breaking down, and managing registration and check in for programs
- Help edit website and manage DRFC public event calendar
- Assist with social media content and communications
- Assist with program-related public relations efforts including the preparation of press releases, media advisories, outreach to and interaction with media representatives

### **Your background**

- Working toward a degree in hospitality business, parks and recreation, public service or nonprofit management or a related field is preferred
- Experience with Word Press, Drupal or other website management systems
- Experience with Photoshop and proficient in Microsoft Office
- Ability to accomplish projects independently and manage projects simultaneously
- Exceptional interpersonal communications skills (phone, email, face-to-face)
- Fantastic customer service ethic and high expectations for quality
- Experience working in park service or public service
- Capacity to lift 20 – 25 lbs.
- Ability to work weekends and weeknights as needed

### **Who you are**

- A champion and advocate for the Detroit RiverFront Conservancy's mission and our visitors
- Possess a growth mindset with an openness to coaching and critical feedback
- Knowledge of the City of Detroit and enthusiasm to work in the City
- Dynamic self-starter with entrepreneurial spirit who can think strategically, with imagination, and possess a good sense of humor with the ability to challenge and inspire
- Action-oriented, decisive, quick study with proven ability to think analytically
- Desire to grow professionally and impress coworkers
- Ability to work well under pressure with persistence, perseverance, tenacity, integrity and patience

Public Programs Internship is full time (40hrs) and will receive a \$5,000 stipend to be paid out bi-weekly. Preferred intern term May – August, please include availability your intern application.

To apply for this internship, please send your resume, cover letter and a list of three references to [internships@detroitriverfront.org](mailto:internships@detroitriverfront.org) in the subject of the email please type your name – Public Programs Intern. We will be accepting applications until March 30<sup>th</sup>. Please no phone calls.