



Internship Description

Summer 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 Summer Public Programs Intern will 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/they will be responsible for assisting the programming team in execution of public programs offered to the Conservancy's 3.5 million visitors. The Summer Public Programs Intern will also be tasked with assisting in developing and implementing new public programs and data collection.

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
- Connect with the general public regarding general riverfront inquires, programs, or events
- Coordinate the logistics for supplies, program partners and facilities for programs
- Work with DRFC Volunteer Coordinator to schedule volunteers and manage event volunteers at programs and events
- Assist or take lead in setting up, breaking down, and managing registration and check-in for programs and events
- Help edit website and manage DRFC public event calendar
- Assist with social media content and communications
- Assist with data collection and database reporting

Your background

- Working toward a degree in hospitality business, parks and recreation, public service or nonprofit management or a related field is preferred
- Familiar with or willingness to learn Word Press, Drupal or other website management systems
- Proficient in Microsoft Office and comfortable with Canva
- Ability to accomplish projects independently and manage projects simultaneously
- Exceptional interpersonal communications skills (phone, email, face-to-face)
- Experience working in park service, hospitality, 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
- Enjoy connecting with the public and meeting new people
- 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
- Highly organized and detail-oriented
- Passion for creating interesting, strategic, and exceptional experiences

Summer Public Programs Internship is full-time (40hrs) and will receive a stipend of \$6,000 for twelve weeks with the opportunity to extend internship for a longer term. Preferred intern term is May – August, please include availability on your intern application. Some weekend or weeknight work will be required.

To apply for this internship, please send your resume, cover letter, availability and a list of three references all as one PDF document to internships@detroitriverfront.org in the subject of the email please type your name – Public Programs Intern. We will be accepting applications until February 10. No phone calls please.