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 & Special Events Intern will serve to support the planning and coordination of multi-generational orientated public programs and development events 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 million visitors, and as well as support the development team in executing fundraising events and programs to raise critical funds for our organization. The Summer Public Programs & Special Events Intern will also be tasked with developing and implementing new public programs and donor events.

The position reports to the Programming & Development teams.

**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
- Assist in planning virtual and in-person development events, including fundraisers and donor stewardship events
- Support or take lead in execution of public programming and development events
- Serve as point of contact for some public programming and development events
- Coordinate the logistics for supplies, program partners and facilities for programs and events
- 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 program and development related public relations efforts including the preparation of press releases, media advisories, outreach to and interaction with media representatives
- Assist with development event sponsorship & ticketing coordination, tracking, and database reporting
- Assist with donor mailings and communication

**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 Photoshop
- Experience with Raiser’s Edge or familiarity with donor management software
- Ability to accomplish projects independently and manage projects simultaneously
- Exceptional interpersonal communications skills (phone, email, face-to-face)
• 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
• Highly organized and detail-oriented
• Passion for creating interesting, strategic, and exceptional experiences

Summer Public Programs & Special Events Internship is full-time (40hrs) and will receive a stipend of $2,000 per month throughout the internship term. Preferred intern term is May – August, please include availability on your intern application. Some weekend or weeknight work may 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 & Special Events Intern. We will be accepting applications until March 31. No phone calls please.