

Tulip Time Festival, Inc.
74 West 8th Street
Holland, MI 49423



Event Planning Internship

Tulip Time Festival is a nationally recognized festival celebrating the beauty of the tulip, alongside arts and culture for over 86 years. The events that occur concurrently throughout the week of Tulip Time are an integral part of the experience of our guests as well as the celebration of Holland's Dutch history and of course, the tulip!

We offer an exciting and fast-paced environment that promotes creativity and encourages ownership as well as,

- College credit through your internship program
- Hands-on experience working in the events industry
- A variety of networking opportunities
- Community involvement and outreach
- Insider access to festival events and activities

Objective:

To gain experience and knowledge in the field of event planning through preparation, development, execution, and follow through of multiple events such as -

Tulip Time Run	Shows & Performances	King's Day Criterium
Parades	Kinderplaats	Art & Craft Fair
Volunteer Events	Tulip City Tours	Dutch Heritage Events

Qualifications:

- Strong organizational and communication skills
- Customer service experience
- Event planning experience preferred
- Positive attitude and ability to adapt to change quickly
- Able to establish priorities and meet deadlines
- Proficiency in Microsoft Office/Excel, Internet and Social Media outlets

Responsibilities include but not limited to:

- Assist in planning, promoting, and implementing events.
- Utilize Constant Contact to promote and interact with event participants.
- Monitor events to ensure participant satisfaction and resolve any issues that may arise.

Internship Duration: October 2015 – May 14, 2016

Hours: Fall Semester: 8-10 hours/week

Spring Semester: 15-20 hours/week

Week of Festival (5/7-5/14, 2016): 40 hours or more

Compensation: Unpaid Internship

Please email your resume to Internship Coordinator, Kara Rooks, at kara@tuliptime.com.

For questions or more information, please call Kara at 616.396.4221 x114.