



# 2019- 2020 SPONSORSHIP & CORPORATE RELATIONS INTERN

## Job Description

Want a seriously awesome internship? Get an insider's look at Gilda's LaughFest, the nation's first-ever community-wide festival of laughter and one of the nation's marquee events for both participants and artists. This major 10- day Midwest festival is based in Grand Rapids and includes events throughout West Michigan. Created by Gilda's Club Grand Rapids and launched in March 2011 to celebrate laughter for the health of it, the festival features stand-up, improv, showcases, and a variety of seriously funny stuff.

It's an internship with a cause: all proceeds from LaughFest benefit the programs offered through Gilda's Club Grand Rapids, a free community with a comprehensive program of education, structured sharing times, networking, lectures, workshops, and social activities designed to support emotional health.

Gilda's LaughFest is seeking a Sponsorship & Corporate Relations Intern for the 2020 Festival. The Sponsorship & Corporate Relations Intern is responsible for assisting in and supporting the sponsorship, fundraising & revenue activities of LaughFest. The 10<sup>th</sup> Annual LaughFest will be held March 5-15, 2020.

This is an **unpaid** internship for approx. September 2019 – April 2020, up to 20 hours per week (higher hours during 10 days of the festival in March and reduced hours April 2020 for wrap up). Candidate must be able to complete the internship. Please note, part of the festival commonly falls within local colleges' spring break time; intern must be present for the duration of the festival. Experience may count toward school credit.

## Essential Job Functions

- Draft sponsorship and third-party concept documents and proposals
- Research prospective corporate partners for potential solicitation
- In concert with Sponsorship Manager, attend meetings and phone calls related to fundraising
- Support sponsor ticketing process
- Support Opening Sponsor Party and Headliner's Club sponsor hospitality suite logistics
- Draft sponsorship and corporate partner e-blasts
- Track and analyze partner and sponsor engagement on social media
- Monitor and fulfill sponsor benefits
- Assist with events as needed
- Other functions as assigned
- Interns do program observation, write goals & learning objectives and complete final wrap ups / written reflections, etc.
- Weekly meetings with staff supervisor

## Minimum Requirements

- Actively enrolled in an accredited college or university in the fields of communication, health communication, public relations, nonprofit management, business, marketing or related field (preferred)
- Highly organized and detail oriented
- Excellent ability to communicate in person, print and electronically to variable audiences
- Ability to manage multiple projects simultaneously
- High level of integrity, diplomacy and initiative
- Proficiency with Microsoft Office applications (especially Word & Excel) and Google (preferred)
- Pre- and Post-Festival, complete work during normal business hours (between 8:30AM-6:00PM) with some flexibility to assist occasionally evenings/weekends
- Commitment to providing up to 16 hours of assistance per week

Applicants, please email Résumé and Cover Letter to Ben Mepham, Volunteer Manager, LaughFest at [bmepham@laughfestgr.org](mailto:bmepham@laughfestgr.org). No calls please.