



Main Stage Production Intern for SF LGBT Pride Celebration

The SF LGBT Pride Main Stage Production Team is seeking an enthusiastic, extremely organized and motivated intern to join the team! The planning for Pride's Main Stage is dynamic and extremely fast-paced and we are looking for an intern who will thrive in this environment. This internship opportunity will get hands-on event production experience from initial planning through day-of run of show.

About SF Pride & Main Stage: The Mission of the San Francisco Lesbian Gay Bisexual Transgender Pride Celebration Committee is to educate the world, commemorate our heritage, celebrate our culture, and liberate our people. The Main Stage is the largest stage at the SF Pride Celebration and is located in Civic Center Plaza at the steps of the majestic City Hall.

This internship is for a period of 3 months, beginning April 15, 2019, including required availability for SF Pride weekend (June 28, 29, and 30). Applicants must live in San Francisco / Bay Area. This is an unpaid position for real, hands-on, live event production experience.

The Production Intern will support and work directly with the team to assist with, and/or be responsible for, duties related to producing the Main Stage. Responsibilities include, but are not limited, to:

- Participate in regularly scheduled meetings in San Francisco
- Speaker/People of Interest research, reviews and outreach
- Email correspondence with producers, artists, speakers and/or vendors
 - This includes managing and/or organizing contracts and gathering all necessary information for web/print production, hospitality riders and day-of event logistics
- Manage artist/speaker travel arrangements, promo forms and record-keeping
- Draft/manage web and print production (bios, videos, etc.)
- Manage travel packets (digital and physical)
- Manage/organize staff binders including all pertinent information needed day-of
- Manage Main Stage access passes needed for two-day event
- Special projects, as needed

Requirements/Qualifications/Experience:

- Required Availability:
 - This internship requires a minimum commitment of 10 hours per week. Intern will be asked to work additional hours during the two weeks leading up to event weekend.
 - ALL hours event weekend: Friday, June 28th, Saturday, June 29th and Sunday, June 30th
- Possession or access to a vehicle is a huge plus
- Must have interest and some level of experience working and/or volunteering with events

- Must be **extremely** proficient with Google Apps - most importantly, Drive Sheets, Forms & Docs
- Comfortable with multitasking and a keen ability to work in a fast-paced environment while maintaining professionalism and composure
- Ability to work well under pressure, effectively communicate with others and confidence in being assertive
- Obsessive attention to detail and organization
- Ability to lift 25 pounds

To apply: Please email your resume and cover letter expressing your passion for event production and the SF Pride mission, with the email Subject Line: SF Pride Main Stage Intern Application to mainstagesfpride@gmail.com. Applications are due before Friday, March 15th, 2019.

Thank you for your interest, Happy Pride!