**POSITION**
The Mayor’s Office of Arts & Cultural Affairs seeks an intern to provide support for various events during the summer months including: assisting with Seattle Presents, a noontime concert series at City Hall, the Mayor’s Arts Awards, possible expanded evening performances in downtown parks, and other office events and projects.

**DUTIES**
- Provide event planning and on-site production support at events.
- Assist with research, development and distribution of marketing materials.
- Professionally represent the office with the public and City employees.
- Perform support duties, including posting online calendar listings, filing, and assembling and distributing promotional materials.

**REQUIREMENTS**

**Enrollment:** Applicants must be undergraduate college juniors or seniors or a graduate-level student pursuing a degree in marketing, communications, performing arts, or an event management-related field. **Undergraduate students must be enrolled full-time for the equivalent of at least 12 credits for the duration of the internship.** Graduate Students must be enrolled full time for the equivalent of at least 9 credits for the duration of the internship. Verification of enrollment is required. Employment during the summer is permitted without enrollment in courses if the intern is pre-registered for fall quarter.

**Experience:** Applicants must be proficient in Web research, MS Word and Excel, possess strong written and verbal communication skills, and have the ability to bend and lift 25 lbs.

**Desired Qualifications:** Experience in marketing and promotions. Excellent communication skills and the ability to work quickly and collaboratively to solve problems. Performing arts event management experience a plus.

**License or Other Requirements:** Applicants must have a current and valid Washington State Driver’s License.

**POSITION BEGINS**
It is anticipated the position will be filled in May 2008 and will continue through September 2008 with a possibility of extending through the end of 2008.

**WAGE AND HOURS**
$16.62 per hour for undergraduates and $24.16 per hour for graduates. The candidate must be available to work Thursdays. The position is part-time up to 20 hours per week during the academic year, with the possibility of up to 40 hours per week during the summer quarter/semester. Work is scheduled between the hours of 8:00 am and 9:00 pm, Monday through Friday (with some evening and/or weekend work)

**HOW TO APPLY**
Provide the following:
- A Cover Letter
- A Resume outlining experiences and qualifications
- An **Official Transcript** of completed courses

**Incomplete application materials will not be accepted.** All application materials must be postmarked by the date below. Send materials to: A. Lowe, Employment Specialist; City of Seattle Personnel Department, Seattle Municipal Tower, PO Box 34028; Seattle, WA 98124-4028.

**FILING CLOSES:** April 22, 2008