

# **JOB** OPENING

## PEORIA PARK DISTRICT – PPD EVENTS DEPARTMENT

# **EVENT MANAGEMENT INTERN**

POSITION: INTERNSHIP / PAY RATE: \$13 PER HOUR (COLLEGE LEVEL)

### **RESPONSIBILITIES**

- Assist in the operation of PPD events including the setup and teardown of the events.
- Assist in the inventory and distribution of supplies and equipment.
- Assist in maintaining the appearance and cleanliness of all designated areas of the event space.
- Assist full time staff with routine duties during the course of an event.
- Follow all Peoria Park District rules, policies, and procedures.
- Follow all safety procedures that pertain to the duties performed and support all aspects of the Peoria Park District's safety program.
- Perform all other duties as assigned.

### **SUCCESSFUL CANDIDATES WILL HAVE**

- Status as a College student.
- Ability to work a flexible schedule, including weekends, evenings, and holidays.
- Ability to work harmoniously with the public, City of Peoria personnel, and Park District staff.
- Ability to follow picture-based event layouts.
- Ability to be professional, respectful, accountable, innovative, safe, and equitable to both internal and external customers.

### **OTHER**

- Maximum of 20 hours per week.
- This position required the ability to bend and stoop, and an ability to carry up to 50 pounds.
- This position is under the general supervision of the Coordinator of PPD Events and Programs.
- To apply for this internship: Please complete the Employment Application Form located at:  
<https://peoriaparks.aaimtrack.com/jobs/>

