



Entertainment Department Internship

The Entertainment Department Intern will work closely with Entertainment team in assisting to finalize logistics for specific areas of festival. Organize office schedule and coordinate meetings along entertainment leads. Intern will be responsible of maintaining artist contacts spreadsheets and calendars for department. Intern will assist entertainment team in screening artist and login in department's review of artist. Intern will promote pride entertainers using social media, pride website. . Please send your resume and cover letter to careers@sdpride.org.

Candidates must use good judgment, have a strong background in entertainment, and be polite and tactful while adhering to the overall mission of San Diego LGBT Pride to foster pride in and respect for the LGBT Communities of San Diego. The Entertainment intern will likely work 10 to 20 hours per week or more.

Duties and Responsibilities:

- Assists with parade and Entertainment coordination and logistics
- Performs office duties including managing and maintaining spreadsheets
- Interfaces with entertainers, managers and pride staff members
- Reads and analyzes incoming memos, submissions, and reports to determine their significance and plan their distribution
- Prepares responses to correspondence containing routine inquiries
- Must have a flexible schedule and be willing to work some nights and weekends depending on events including Pride weekend

Education and Qualifications:

- Currently enrolled in an undergraduate degree program at an accredited university
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent verbal and written skills
- Highly organized, detailed-oriented, self-motivated, diligent, flexible, and personable
- Possesses the ability to expedite and follow-up on assigned tasks
- Possesses a high level of discretion, confidentiality, and tact
- Ability to multitask