



COMMUNICATIONS AND EVENTS INTERN

(maximum six-month duration)

DEPARTMENT: Communications
FLSA STATUS: Non-exempt
REPORTS TO: Communications and Engagement Director

Introduction to the City and Department:

Join the City of Castle Pines, where commitment to engaging and informing its community through various exciting events and communication initiatives is paramount. The Communications Department is central to that effort and now provides an unparalleled internship opportunity focusing on communication, marketing, media, public relations, and event planning. The intern will play a crucial role in fostering vibrant community connections while developing essential skills within an energetic environment.

Team Environment:

As an integral part of our Communications Department, you will join a dynamic team committed to enriching the City of Castle Pines. While our department is compact, our reach and impact are vast, thanks to our collaborative spirit and reliance on a broad network of professionals for expanded support. In this role, you will experience firsthand the power of teamwork, innovation, and the tangible effects of your work on the community.

General Purpose:

As the Communications and Events Intern, you will play a vital role in driving a range of communication, marketing, and public engagement initiatives. Your contributions will help shape effective communication strategies from inception to execution. Throughout your internship, you will gain hands-on experience in strategic communication, deepen your understanding of community engagement practices, and develop critical skills in content creation, event planning, and media relations. This position offers a unique opportunity to build a robust portfolio while making a meaningful impact.

Supervision Received:

Your primary supervisor in this position will be the Communications Director, offering you continuous guidance and mentorship. Additionally, the Events Manager will provide you with direction and oversight for events-related projects, ensuring that your contributions align with the City's event planning and community engagement goals. This dual guidance structure broadens your exposure and enhances your learning experience within the City's communications and engagement efforts.

Internship Schedule and Commitments:

Internship Start and End Dates

- Preferred Start Date: May 28, 2024. An earlier start date is open for discussion if the candidate is available.
- Ideal End Date: August 16, 2024.

Weekly Hours and Schedule:

- Hours Per Week: The internship requires 20-25 hours on average, with flexibility for longer hours during event weeks
- Schedule: A consistent schedule will be established in coordination with the City before employment commencement.

Mandatory Event Participation:

The intern is expected to attend all listed events during the summer months

- June 8, 2024: Food Truck Frenzy
- June 23, 2024: Summer Concert Series
- June 27, 2024: Summer Waterslide Party
- July 21, 2024: Summer Concert Series
- August 10, 2024: Party in the Park

Key Responsibilities:

The list below illustrates the position's responsibilities and is not all-encompassing. The City may change these duties at any time.

- Help with set up and tear down of each event
- Assist with vendor timelines, directions, and questions
- Assist with pre-event and day-of logistics
- Assist with social media and other marketing of events
- Assist with developing and managing website content
- Assist with videoing and photographing events
- Attend all event planning meetings

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate the job's essential functions with or without reasonable accommodations. *Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions. The requirements listed below are representative of the knowledge, skills, and abilities that are required and desirable.*

- Knowledge of general marketing and communications principles and methods
- Interpersonal skills and ability to communicate effectively both orally and in writing
- Technical writing skills and ability to utilize Microsoft Office and other programs as needed
- Attention to detail and accuracy
- Organization and time management skills and ability to manage multiple priorities and deadlines

- Working knowledge of the Adobe Creative Cloud software is desirable
- Must be able to work on some weekends for events

Educational Background and Experience:

- Enrollment in a bachelor’s degree from an accredited college or university in Communications, Public Relations, Marketing, Journalism, or a closely related field
- Any equivalent combination of experience and education that provides the knowledge and abilities necessary to perform the position's essential functions

Licenses and Certifications:

- Valid Colorado driver’s license

This role is a unique chance to be at the forefront of communications and event management within Castle Pines. Seize the opportunity to significantly contribute to our community and advance your career. Join us to leave a lasting mark on the City of Castle Pines and your professional journey.

Physical Demands and Work Environment:

An employee must meet the physical demands described here to perform the essential functions of this job successfully. The work environment characteristics described here represent those that an employee will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

| Frequency Guide | | | |
|------------------------|------------------|---------------------------------|------------------|
| Rarely (R) | Occasionally (O) | Frequently (F) | Constantly (C) |
| Less than - 5% | 6 – 30% | 31% - 70% | Over 70% |
| | | | |
| Physical Task | Frequency | Physical Surroundings | Frequency |
| Sitting | F | Extreme Temperatures | O |
| Standing | F | Inside Work | C |
| Walking | F | Outside Work | O |
| Running | R | Walking on uneven surfaces | O |
| Stooping | O | Working at height | R |
| Kneeling | O | Other: | |
| Squatting | O | | |
| Climbing | R | Environmental Conditions | |
| Balancing | O | Exposure to Chemicals | R |
| Reaching | O | Exposure to Gases/Fumes/Dust | R |
| Grasping | C | High Noise Levels | R |
| Fingering | C | Moderate Noise Levels | O |
| Handling | C | Vibrations | R |
| Visual Acuity Near | F | Work in Traffic | O |
| Visual Acuity Far | F | Local Travel | F |
| Depth Perception | F | Out-of-Town Travel | O |

Job Description: Communications and Events Intern (February 2024)

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|---------------------------|---|--------------------------------|---|
| Color Discrimination | F | Other: | |
| Peripheral Vision | O | | |
| Talking | C | | |
| Hearing | C | | |
| Light/Power Equipment Ops | R | Weight of Objects Moved | |
| Heavy Equipment Operation | R | Over 100 pounds | R |
| Other: | | Over 50 Pounds | O |
| | | Over 10 pounds | F |

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the City as the City's needs and requirements of the job change.

Received by:

Employee Name

Employee Signature

Date