



COLORADO PRESERVATION, INC.

SAVING PLACES CONFERENCE

EVENT PLANNING INTERNSHIP OPPORTUNITY

Colorado Preservation, Inc. is now accepting applications for a paid internship position for October 2018 – March 2019. The role is dedicated support for planning of the 22nd Annual Saving Places Conference, February 4 – 7, 2019 at the Sheraton Denver Downtown Hotel (1550 Court Pl, Denver, CO 80202).

Colorado Preservation, Inc. is a statewide nonprofit that works to promote historic preservation. The Saving Places Conference hosts professionals from across the state for educational sessions, tours, and networking opportunities. In 2018, over 750 professionals attended the event.

The Saving Places Intern will directly assist the Events and Development Director with planning, promoting, and implementing the conference. Colorado Preservation, Inc. is managed by a staff of four, the Conference is a large undertaking for such a small team. Candidates should be adaptable, highly organized, able to work autonomously, and capable of prioritizing tasks appropriately. It is a part-time and paid contract with flexible hours October 2018 – March 2019. **The position requires availability Sunday, February 3 – Wednesday, February 8, 2019 for onsite assistance throughout the duration of the event, accommodations provided.** The internship is paid through a monthly stipend and academic credit may be available.

Internship responsibilities include, but are not limited to:

1. Event Planning

- Research and order Conference handouts as well as speaker gifts
- Order event tote bags and assemble tote bag handouts to be distributed at registration
- Organize event flow prior to the event – organize signs, develop process for onsite registration and name tag setup, plan for tour arrangements and directions, and plan for entrance to luncheons
- Assist in registration prior to the Conference – register complimentary attendees and speakers
- Print and assemble name badges
- Secure Continuing Education Credits for Conference Sessions

2. Provide Administrative Support to Conference Manager

- Assist with mailings pre-conference
- Run errands related to Conference tasks
- Assist in the creation of event invoices for registration and sponsorship
- Mail sponsor acknowledgements
- Coordinate session and conference evaluations – update materials for this year and scan hard copy responses received post-event

3. Volunteer Coordination

- Research and order t-shirts for event volunteers
- Assist in recruiting, training and managing conference volunteers before, during and after the event
- Manage volunteers during the event – direct them to their posts and adjust volunteer assignments as necessary

4. Event Marketing

- Develop social media content– create posts for the organization’s Facebook and Twitter accounts
- Assist in press release creation and media strategies
- Assist in the development of email promotions

5. Event Setup and Assistance

- Help with event setup on Sunday, February 3 starting at 2pm. We will move materials to the Sheraton Denver Downtown Hotel and set up registration, silent auction, and other items
- During event (February 4 – 7, 2019) help to manage the registration table and volunteers
- Run errands during the event as necessary
- Assist in directing attendees to their sessions, tours, the plenary, or luncheons
- Assist speakers in setup when asked
- Help deliver gifts to speakers after each session block

6. Event Wrap Up

- Create and mail continuing education certificates to attendees who completed the work
- Scan in and compile session and conference feedback
- Invoice and follow-up on incomplete registrations and payments for conference attendees.

Preferred Qualifications:

- Interest and experience in event planning and promotion
- Experience in social media and marketing
- Administrative experience
- Highly organized
- Excellent written and verbal communication skills
- Self-starter able to work with minimal supervision
- An interest in historic preservation is preferred

To Apply: Send resume, cover letter, and up to three professional and/or academic references **by Friday, September 21, 2018** to Amanda Barker at abarker@coloradopreservation.org

About Colorado Preservation, Inc.: *Founded in 1984, CPI promotes historic preservation in our State by providing information, education, training, expertise, and advocacy. We achieve this mission by partnering with historic property owners, non-profit organizations, educators, and local governments throughout Colorado and the Rocky Mountain Region. For more information, please visit our website: <http://www.coloradopreservation.org>*