



COLORADO PRESERVATION, INC. SAVING PLACES® CONFERENCE

CONFERENCE PLANNING INTERNSHIP OPPORTUNITY

Colorado Preservation, Inc. is accepting applications for a paid internship position for a current student for September 2021 – March 2022. The role is dedicated support for the planning and execution of the 25th Annual Saving Places Conference, February 7-9, 2021 to be held in-person at the Sheraton Downtown Denver Hotel (1550 Court Pl, Denver, CO 80202) and online.

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 and networking opportunities. In 2021, 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 internship with flexible hours September 2021 – March 2022.

The internship requires availability Sunday, February 6 – Tuesday, February 8, 2022 for assistance throughout the duration of the event, hotel and parking accommodations provided.

DURATION: 6-month internship at 10 hours/week (each week's work may vary)

COMPENSATION: The internship is paid through a stipend of \$500 per month. Academic credit can be available if you provide a process.

INTERNSHIP RESPONSIBILITIES include, but are not limited to:

1. Event Planning

- Research, edit, and prepare conference handouts for online platform
- Research and develop pre-conference mailing lists
- Manage session details and ensuring we have materials and information from speakers
- Organize event flow prior to the event – organize signs, develop process for onsite registration and name tag setup, and plan for entrance to onsite breakfast
- Secure Continuing Education Credits for Conference Sessions

2. Provide Administrative Support to Conference Manager

- Assist in conference registrations – register complimentary attendees and speakers
- Assist in assembling name badges
- Invoice and follow-up on incomplete registrations and payments for attendees
- Coordinate session and conference evaluations

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 accounts
- Assist in the development of email promotions, particularly developing and executing a strategy to reach BIPOC and historically excluded communities to extend the reach of the event

5. Event Setup and Leadership During Event

- Help with event setup on Sunday, February 6, starting time TBD. We will move materials to the Sheraton Denver Downtown Hotel and set up registration and other items
- Support volunteers during the event with reminders, guidance, and fielding questions
- Help manage the registration table and volunteers during event (February 7-8, 2021)
- Run errands during the event as necessary
- Assist in directing attendees to their sessions or plenary event
- Assist speakers in setup when asked

6. Event Wrap Up

- Create and email continuing education certificates to attendees who qualify
- Compile, scan, and file session and conference evaluations for internal records and shared with conference speakers

Required Qualifications:

- Active enrollment in an undergraduate or graduate program

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 and telling Colorado's story!

To Apply: Send resume, cover letter, and up to three professional and/or academic references by **Tuesday, August 31, 2020, at 5 PM** to Amanda Barker at abarker@coloradopreservation.org. Your materials should be compiled into **one PDF** file with a modified title of "Your Name_CPI 2022 Conference Intern." You will be contacted if selected for an interview. We will aim to hold interviews the week of September 7 after Labor Day.

About Colorado Preservation, Inc.: Founded in 1984, CPI promotes historic preservation statewide by providing advocacy, education, outreach, and preservation services to all communities and individuals. For more information, please visit our website:

ColoradoPreservation.org