



## Events Intern Job Description Summer 2017

The Flatiron/23<sup>rd</sup> Street Partnership Business Improvement District (BID), formed in 2006, is a nonprofit organization whose mission is to enhance the area's reputation as one of New York's most vital and exciting neighborhoods. This is accomplished by maintaining a clean and safe environment for the district's businesses, residents, and visitors; by spearheading area improvement projects; and by marketing the diverse business and retail options in this vibrant and historic neighborhood.

The BID is seeking an Events Intern to work up to 30 hours per week from early May through the end of August, to perform a variety of functions related to the BID's diverse programs. The Events Intern must work afternoon through evening hours on Tuesdays, Wednesdays, and Thursdays, and other hours as scheduled.

The Events Intern will assist BID staff with:

- Supervising and staffing the Flatiron Summer Series, an outdoor public events series
- Marketing and communications efforts including website content generation and event staffing
- Performing general administrative support

The ideal candidate will have an interest in urban planning, public space management, and event planning. She or he must possess a "can-do" attitude - willing to learn about a variety of programs. The BID is a small office of five full-time staff members, and the Program Intern must be able to work well with others, multi-task, and work independently at times.

The hourly rate is \$11 to \$15 per hour, commensurate with education level and prior work experience. Current undergraduate students, prospective graduate students, current graduate students, as well as recent college graduates are encouraged to apply.

For more information on the BID, visit [www.FlatironDistrict.nyc](http://www.FlatironDistrict.nyc).

Interested candidates should send a cover letter and resume to the attention of Kurt Cavanaugh, Deputy Director, at [info@flatironbid.org](mailto:info@flatironbid.org) with "2017 Summer Events Internship" in the subject line. Closing date for applications is Friday, March 3.