



Emerging Prairie Summer Events Intern

Pay rate: \$16/hour

Internship Start Date: April 2024

Emerging Prairie is looking for an Events Intern to continue its tradition of creating world-class events that drive impact, engagement and connection. The Events Intern will assist the Events Manager with the execution of events related to TEDxFargo, Emerging Digital Academy, and the Founders Ecosystem.

The ideal candidate is passionate about event planning, excited by entrepreneurship, works well under pressure, is eager to create unique experiences for attendees, and isn't afraid to try new things. This individual will have strong communication and organization skills, be able to multitask while working on deadlines and be physically capable of lifting up to 30 pounds while working in hot and/or cold environments.

Note: This internship is full-time during the summer with the potential to extend and shift to part-time during the school year.

Key Areas of Responsibility

Event Planning and Programming

- Assist the Events Manager in communicating with vendors and ensuring the vendors have a clear understanding of the details for the event
- Assist in identifying and booking musicians and artists
- Provide logistical support as needed before, during, and after Emerging Prairie events
- Be a creative partner in designing attendee experiences at Emerging Prairie events
- Assist in producing and executing creative projects that can be implemented at events
- Communicate with event speakers before, during, and after the event
- Assist with set-up and tear down of on-site events

Other Duties

- Engage with community members and event attendees at Emerging Prairie events as well as community events
- Brainstorm and develop ideas for new events and programs
- Other duties as assigned

Qualifications

Minimum Qualifications:

- Strong communication skills
- Excellent interpersonal skills both in person, by phone, and email, with high professionalism
- Ability to keep up with the rapid pace of the position and be adaptable to spontaneous adjustment/revisions
- Ability to work occasional early mornings or late nights depending on events
- High organizational skills and an attention to detail

- Ability to multitask while working on multiple deadlines
- Interest in community development and supporting entrepreneurs

Preferred Qualifications:

- Experience event planning
- Interest in pursuing a career in the events industry
- Pursuing a relevant degree

Physical Demands:

- Ability to continuously stand or walk during events.
- Ability to bend, squat, climb stairs and lift occasionally.
- Ability to lift up to 50 pounds occasionally.

Work Environment:

- May occasionally work in temperatures above 100 degrees and below 32 degrees
- May occasionally walk on slippery or uneven surfaces
- May occasionally climb ladders and work off elevated surfaces
- Noise level in the work environment is frequently loud

About Emerging Prairie

Emerging Prairie (EP) is an organization that believes in and nurtures the potential of our community and its leaders. We have made it our mission to energize communities through innovative initiatives, programming, and events that move the needle and ignite economic growth for our region. Some of our initiatives include operating a co-working space (The Prairie Den), launching the first code school in North Dakota (Emerging Digital Academy) and steering the momentum on the Grand Farm Initiative.

Recognition of our community's potential, development of an environment for social connectivity, and the act of highlighting the risk takers and change-makers is vitally important, as these are the key accelerators of growth and development. Emerging Prairie was founded in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.

Mission: To energize communities.

Vision: The relentless pursuit to improve the human condition both locally and beyond.

Emerging Prairie is proud to be an equal opportunity provider.

To Apply: Send a cover letter and resume to sydneyb@emergingprairie.com