



## **Internship – Special Events (Non-Paid)**

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GiGi's Playhouse is an established series of Down Syndrome Achievement Centers. Serving children and adults of all ages, each Playhouse provides educational, therapeutic and career development programs at no charge to families; and in a format that individuals with Down syndrome learn best. All programs aim to maximize self-confidence and empower individuals to achieve their greatest potential. Founded by GiGi's Mom in 2003, GiGi's has grown into a network of 31 Playhouses including the first international Playhouse in Queretaro, Mexico. Last year, over 25,000 participants benefited from Playhouse programs

### **Program Overview**

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The Special Events Intern is responsible for helping the Executive Director lead, plan and implement marketing strategies to grow revenues and awareness of GiGi's Playhouse through special events. This intern will be the point person along with the Operations Manager for all marquee fundraising events and will help manage all aspects of fundraising events with the support of volunteer event committees. This position will also help coordinate miscellaneous events on a monthly basis. The ideal candidate should have an interest in marketing successful galas, walks/runs, golf outings, lifestyle events such as wine tastings, craft expositions, art events, and fashion events. Have the ability to travel routinely within the greater Indianapolis area.

#### **SPECIFIC DUTIES:**

- Plan, implement and manage unique and memorable "signature" events including Galas, 5Ks and other special events in collaboration with volunteer chairpersons and committee members.
- Coordinate necessary branding, print, and mailing activities for all assigned events with staff and vendors.
- Work with Playhouse families, staff and community leaders to identify, solicit, recruit and develop volunteers including event chairs and committee members.
- Lead communication of accurate and up-to-date event plans, activities and benchmarks with leadership, staff.
- Build successful relationships with sponsors, attendees and volunteers for the purposes of promoting facilitating additional donation and partnership opportunities.
- Marketing to local civic organizations, businesses, schools and the community to grow our signature events
- Develop and implement social media campaigns
- Develop and implement email marketing campaigns

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this role.*

#### **QUALIFICATIONS AND EXPERIENCE:**

Enrolled in a Bachelor's Degree or Master's Degree program.

The Event Intern role requires a candidate with the following skill set:

- Knowledge of computers and data entry with experience using Microsoft Office suite of programs.
- Ability to achieve public relation objectives through speaking engagements and use of media.
- Ability to establish and maintain cooperative planning and working relationships with other public and volunteer community agencies.

For more information, or to apply for this position, please send a cover letter and resume Elizabeth Richards, Executive Director at [erichards@gigisplayhouse.org](mailto:erichards@gigisplayhouse.org).



Down Syndrome Achievement Centers  
educate. inspire. believe.

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Indianapolis, IN