



PBS39 Special Events Internship

By becoming a PBS39 intern, you will have a meaningful, hands-on experience that will allow you to explore the world of special events in a non-profit organization. PBS39 special events interns learn under the direct tutelage of industry professionals, while working directly on vital station projects that leave an impact on the Greater Lehigh Valley community.

PBS39 is looking for a motivated student interested in an internship opportunity that offers a broad introduction to a non-profit business. The student will be exposed to various aspects of the organization through the Internship, but the primary responsibilities will include special events, including but not limited to the on-line auction.

The Special Events Intern will work with the Auction Manager and other PBS39 staff to perform event related tasks such as:

- Administrative support
- Prepare and update auction donation/donor/sponsor/vendor spread sheets
- Catalog auction items and keeping event data up-to-date
- Assist with mailings and emails
- Contact auction donors/sponsors/vendors as needed –pre & post auction
- Prepare item descriptions
- Photograph auction items
- Pick up/delivery of auction items
- Various marketing projects as assigned

Skills Desired:

- Creative and detail-oriented
- Outgoing and well-spoken- able to represent PBS39 positively in the community.
- Ability to exercise good judgment
- Able to work independently and as a part of a team to achieve results.
- Excellent inter-personnel skills
- Ability to be flexible.
- Ability to follow instructions
- Excellent organizational and problem-solving skills
- Ability to follow an event timeline and meet deadlines
- Excellent knowledge of Microsoft Office (Word, Excel, etc.)
- Knowledge of Photoshop a plus, but not required

Time Commitment:

- Minimum of 20 hours per week, unpaid internship

- Hours will be worked during business hours of 8:30 am – 4:00 pm

Licenses:

Must possess and maintain a valid driver's license and a reliable vehicle with insurance.

Physical Requirements and Location:

Ability to lift and carry materials weighing at least 30 lbs. without assistance.

The Special Events Intern will work out of the PBS39 offices located at 839 Sesame Street, Bethlehem, PA 18015, depending on the project/scope of work to be completed.

Additional Information and how to apply:

- PBS39 Internships are offered during the fall, spring and summer
- Internships are unpaid
- Housing/transportation assistance is not provided by the internship program
- Apply on our website: <http://www.wlvt.org/careers/>