

## **Left Forum Event Planning Internship 2011-2012**

Left Forum seeks to fill a part-time event planning internship position for the Winter-Spring of 2011-2012 periods. This internship starts after the first week of January, 2012. This is a one semester internship.

We seek a detail oriented and motivated individual interested in learning all phases of the planning and implementation of exhibition, registration, conference and fundraising events. This is an excellent opportunity to develop and hone your event planning, management, and organization building skills while gaining valuable, high-profile experience in the academic and nonprofit arenas. The position can be molded to fit the individual's strengths and interests.

### **PRIMARY RESPONSIBILITIES**

- Plan and implement all parameters of an event, from venue scouting and promotion to logistics, and operations supervision
- Learn about and a variety of event types, including conference, exhibition and fundraising
- Utilize the latest database and event planning technologies.
- Assist in the planning, management and operations of exhibitions events
- Create working spreadsheets and generate reports for all parameters of the exhibition process
- Handle accounting and financial factors
- Help recruit, train and manage volunteers
- Attend to on site and pre-event troubleshooting

### **BACKGROUND AND EXPERIENCE**

- Strong organizing skills
- High level of attention to detail and seeing projects through to their completion
- Ability to prioritize and handle a variety of projects simultaneously
- Ability to work effectively both individually and in a team
- Good research and writing skills;
- Excellent verbal communication skills
- Experience with spreadsheets and databases—Excel, CiviCRM and Google docs—preferred
- Passion for grassroots organizing and social justice

### **ABOUT THE INTERNSHIP**

We're a small organization with a dedicated group of organizers, staff, and volunteers, leaving lots of room for your creativity. You'll have the opportunity to work in an interesting (and very relaxed!) office in the CUNY Graduate Center where you'll be interact with scholars, graduate students and people who are involved with grassroots social justice movements.

This internship is unpaid, although academic credit is available. Hours are flexible—we ask for 15-20 hours a week—and can be adapted to fit your schedule.

People with diverse backgrounds and experience are encouraged to apply. This position is based out of the CUNY Graduate Center in New York City.

**Please send a detailed cover letter and resume to [volunteer@leftforum.org](mailto:volunteer@leftforum.org)**

#### ABOUT LEFT FORUM

Continuing a tradition begun in the 1960s, Left Forum convenes an international conference each spring in New York City. The conference involves a broad spectrum of progressive and Left intellectuals, organizers and academics who come together to share ideas to transform the world; to better understand commonalities, differences, and alternatives to current predicaments; and to engage a wide range of critical perspectives on the world. Left Forum 2011 drew more than 3,500 participants for 300 panels. Recent conference plenary sessions featured Noam Chomsky, Arundhati Roy, Cornel West, and Barbara Ehrenreich.

[www.leftforum.org](http://www.leftforum.org)

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