

Downtown Fond du Lac Partnership

Special Events Internship

Overview:

The Downtown Fond du Lac Partnership (DFP) is a non-profit organization dedicated to establishing a diverse, prosperous and healthy downtown district. The DFP manages two outdoor markets in Downtown Fond du Lac. The Saturday Farmers Market runs from the second weekend of May through the end of October. The Thursday Night Market runs from the last Thursday in June through the end of August. Fondue Fest is held annually on the Saturday after Labor Day.

Time Frame:

Spring, Summer, and/or Fall 2024 – Seasonal Employment

This is a part-time position where the following 2024 dates are essential:

- Farmers Market – Saturdays, May 18 through October 26 – 6:00 a.m. to 1:00 p.m.
- Night Market – Thursdays, June 27, July 11 & 25, August 8 & 22 – 3:00 to 9:00 a.m.
- Fondue Fest – Saturday, September 7 - 6:00 a.m. to 8:00 p.m.

Hours range from 12-16 hours weekly and determined by the needs of the Director of Communications & Special Events.

Assistant Responsibilities:

- Assist with set up and take down of events.
- Support the Information Booth through set-up, staffing, and assisting customers.
- Assist with vendor support, customer support and other duties as assigned by the Special Event Manager and Director of Communication and Special Events.
- Visit with vendors and develop report about vendors to be shared with the Fond du Lac community.
- Support special events program assessment and evaluation through development and collection of questionnaires, market surveys, and other metrics.

Proficiencies:

Experience in the use of Microsoft Office products. Social media content experience including Facebook, Instagram and Tik Tok would be beneficial.

Physical Requirements:

Employees of the Downtown Fond du Lac Partnership must meet the following physical requirements: lift up to 50 pounds, stand, sit, walk, for various amounts of time, and must have valid driver's license in order to operate a motor vehicle.

Accountability:

Reports directly to the Director of Communication and Special Events of the Downtown Fond du Lac Partnership and works in concert with the Special Events Manager for the Downtown Fond du Lac Partnership.

To Apply:

Email resume with a letter outlining why you believe you are the right candidate for this position. Send to Amy Krupp, Executive Director, Downtown Fond du Lac Partnership, amy@downtownfdl.com.

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