

Civic Engagement Intern - Events



Position Overview: The Civic Engagement Intern - Events works with the Civic Engagement Intern - Education, Education Manager, and Production Manager to co-facilitate The Vera Project's voter engagement and advocacy efforts. Over the course of six months, the intern will gain significant experience in producing and managing live shows and events focused on voter education and community advocacy.

Key Responsibilities:

- Co-facilitate the booking and production process for The Vera Project's 2022 civic engagement and voter education events, including artist outreach, event coordination, house management, and other miscellaneous production tasks.
- Conduct voter registration at one or more VERA show(s) or partnered events each week
- Assist in the coordination of external civic engagement opportunities such as off-site voter registration and community partner collaborations
- Participate in Fostering Advocacy and Community Engagement (FACE) committee meetings twice a month to further support member-led civic engagement efforts.
- Co-produce large-scale voter engagement events in collaboration with The Vera Project's Fostering Advocacy and Community Engagement (FACE) committee.
- Represent The Vera Project at advocacy-driven events and occasional community partner meetings.
- Collaborate with the Civic Engagement Intern - Education in voter education efforts.

Qualifications:

- Prior experience with house management, event planning, and/or show production.
- Ability to work collaboratively with people of all ages and lived experiences
- Ability to navigate the Google Suite to develop organized documents
- Ability to use and troubleshoot standard office equipment
- Ability to maintain confidentiality while managing voter registration and volunteer data
- Ability to process, absorb, and share information and ask for support when needed
- Flexible schedule including evenings & weekends

Hours: 10-15 hours/week

Duration: 6 months (May 16, 2022 - November 18, 2022)

Reports to: Education Manager and Production Manager

Compensation: \$17/hr

Send an email titled with your first & last name and Civic Engagement Events Intern (e.g. *Jason Clackley, Civic Engagement Events Intern*) to hiringcommittee@theveraproject.org by end of day Sunday April 24th. Please attach a brief cover letter and resume. *Proof of COVID-19 vaccination required upon hire.*