

Downtown Events Group
Full-time Seasonal Position

Job Title: Staff Assistant
Location: downtown Des Moines, IA
Dates of Position: When filled through mid-July
Tuesday – Saturday work week
-Saturday is 5 a.m. – appx 2 p.m.
Compensation: Hourly

Summary of Position – Looking for upbeat and happy individual to work full-time through mid-July on various projects in a collaborative environment. Staff Assistant will assist staff with various duties contributing to the organization's overall success.

Supervisor: Stephen King

Organization: Downtown Events Group

Benefits:

- Excellent working environment and people
- Involvement in a variety of projects
- Assignment of a singular program that allows for direct accountability
- Participation in one of the most respected festivals in the country
- Experience in planning, conducting and evaluating programs
- Letters of recommendation provided upon successful completion of the internship

Qualifications:

- Willingness to work in a flexible environment.
- Must work on Saturdays.
- Computer experience – must be fluent in Microsoft platform (Word, Excel, Publisher) and navigate the internet
- Self-starter, but willing to take direction

Contact: by email only –
Stephen King
sking@downtowndesmoines.com