



LSC AFTER DARK INTERN

Date Created:

August 24, 2017

Salary Range:

Unpaid

Reports to:

LSC After Dark Coordinator

Position Overview

Assist LSC After Dark Coordinator in developing, coordinating, promoting and executing LSC After Dark and Marketing events at Liberty Science Center.

Major Tasks and Responsibilities:

- Assist in coming up with ideas for monthly events for guests ages 21+
- Assist with reaching out to vendors and booking entertainment
- Assist with public outreach and coming up with new and inventive ways to generate awareness for events in the local community
- Help create social media content (writing, photography or videography skills are a plus)
- Assist with post-event reporting
- Help coordinate staff and vendors during events

Experience/Qualifications:

Must be a friendly, self-starter, creative, and able to plan and develop projects with minimal supervision. Able to deal professionally with vendors, members of the media, and guests.

Requirements:

Computer and Social Media literate.

Physical Demands:

During events this position requires employees be able to spend long periods of time standing and maneuvering quickly through crowds. At times, the noise level will be rather high.

Position Type/Expected Hours of Work

This is an unpaid, part-time internship position that requires 15-20 hours per week. Must be available on the third evening of every month to work LSC After Dark events.

Education and Experience

- High School Diploma required
- Currently pursuing a Bachelor's Degree in Marketing, Communications or Event Planning.

**How to Apply**

Apply online at: <https://www.volgistics.com/ex/portal.dll/ap?ap=314808071>. Once you submit your application please send your resume to intern@lsc.org.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment

Liberty Science Center is located in a beautiful state park in Jersey City with easy access to free parking , the Hudson-Bergen Light Rail, and the NJ Path train. All employees have access to an on-site café, a terrace with stunning NYC views, and yoga. The Volunteer Development Assistant will work in an office that an open floor plan, moderate noise level, and a wonderful abundance of natural light.

About Liberty Science Center

LSC's mission is to excite learners of all ages about the power, promise, and pure fun of science and technology.

Liberty Science Center (LSC) is committed to a diverse workforce. It is LSC's policy to provide equal employment opportunities to all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information