San Francisco LGBT Community Center
Soiree 10 Event Volunteer Intern

JOB TITLE:	Event Intern
REPORT TO:	Development Coordinator
DATES:	November 15th – April 15th, starting with 1-2 days a week, moving to 4 days a week as it gets closer to the event. **Must be able to attend a volunteer training on March 22nd, 2012** **Must be able to volunteer on March 24th, 2012**

GENERAL SUMMARY: Provides non-paid, volunteer skilled support for the Center's Soiree 10 anniversary celebration, including management of event registration, new media promotions (event website, facebook, twitter, youtube etc.), day of event slideshow, and provide general support to all steering committees.

Event Volunteer Job Functions

1. **Manage Soiree Registration**
   Responsible for maintaining and collating all registration lists, including ticket sales, volunteers, ambassadors, entertainers, staff and board. Create needed check in materials and individual name tags. Attend Soiree training meetings. Manage Soiree check in desk volunteers.

2. **New Media Promotions**
   Manage existing event website, write new blog entries and post updates as needed, create and manage event facebook page, post twitter updates and post videos on youtube and photos on flickr as needed. Create day of event slideshow that will showcase sponsor logos and photos from last year's event.

3. **General Support to Steering Committees**
   Other duties may include coordinating Soiree mailings, assisting with event marketing, assist with planning of kick off event, and working with other committees (auction, promotions, food and beverage) to ensure a smooth event.

General Volunteer Job Functions

1. Maintain confidentiality of records; always treat people with respect; contribute to effective teamwork; promote staff cooperation and foster public relations.
2. Complying with all Federal, State and safety regulations and laws, as well as Center guidelines. Follow established procedures governing safe work practices; and perform duties in a manner that assures the safety of oneself and others.

Application Process
To be considered for any of these committees, please submit a resume and provide the answers to the following three questions to our Development Coordinator, Devon Nandagiri, at devonn@sfcenter.org.
Please turn in this information no later than November 28th, 2011.
1.) What interests you about this internship?
2.) What skills/experience could you bring to this internship??
3.) Are you able to commit to volunteering on this event from now thru March 24th?