

Subject: MPINCC Student Affairs Internship Opportunity

Background: Zellerbach Associates, a full service event planning company, is offering a non-paid internship to support the Annual San Francisco Native Jamboree in April 2012. Here is a link to their website www.sfnativejamboree.com.

Internship Opportunities: This is an opportunity to gain event management experience, including promotion, project management, planning meetings, pre-event logistics, load-in and day of management. There will be opportunities to coordinate the event service providers loading-in on the day of the event. The culmination of the planning will be on-site management and dinner at the gala event in April 2012. The internship will be customized to match the interests of the intern and the needs of our client.

Internship Time Commitment: January 2012 to end of April 2012 (4 months) with total of approximately 40 hours. Hours depend on intern's availability. Approximate hours are as follows: one (1) hour per week in January, February, March and approximately 20 hours in the final week April 14-21, 2012, which includes the final walk through and day of event. The time commitment will be customized to match needs of the client and the availability of the intern.

Project Direction: The intern will work directly with Natasha Zellerbach, CMP, Principal Zellerbach Associate, and indirectly with our client, Debra Mugnani Monroe, and the volunteer planning committee.

Education goals and objectives may be customized to include Strategic Event Planning Process, Financial and Contract Management, Facilities and Services, Logistics and Program, following the Certified Meeting Professional (CMP) Blueprint Functions.

Deadline for submitting cover letters and resumes has been extended to February 13, 2012.

If you are interested or wish to receive additional information, please contact:

Natasha Zellerbach, CMP
Independent Event Planner, Principal Zellerbach Associate
(415) 673-3487 Office
natasha@zellerbach-associates.com
<http://www.linkedin.com/in/natashazellerbach>

www.Zellerbach-Associates.com

Zellerbach Associates

Your Partners For Smooth Running Events™