



SUMMER FEST 2019

Sponsorship and Corporate Engagement Intern

The Sponsorship and Corporate Engagement Intern works directly the head of Sponsorship Fulfillment and Corporate Engagement to ensure all festival logistics are executed and properly communicated prior to Summer Fest, August 9-11. This rigorous position in a fast-paced, collaborative environment is a great opportunity for an individual interested in gaining exposure to the non-profit arts sector while adding practical experience to their résumé.

Internship Duties

- Assist with sponsorship recruitment for SJZ events, solicit companies for product donations and assist with corporate hospitality and ticket packages.
- Learn about creating sponsorship packages and soliciting corporate engagement for events
- Solicit product donations from companies looking for exposure to thousands
- Assist with coordinating house concerts for sponsors and high level donors that include food and beverage coordination, logistical coordination and information communication to attendees
- Assist with hospitality coordination with food donations and beverage management for artists, staff and VIP's
- Work with Silicon Valley companies with corporate hospitality and ticket packages, i.e. distributing tickets, setting menus, communicating festival information
- Solicit potential companies to host a business booth at the festival
- Interface with Marketing and Membership teams to produce high level VIP activities
- Opportunity to shadow other event producers, City of San Jose and local event producers to learn about event coordination and behind the scenes for various events

Suggested Skills

- Outgoing personality
- Strong organizational and writing skills
- Software knowledge of database management, excel, social media and general Internet functions

Duration of internship

June through August (with some flexibility, including working virtually or outside standard work hours). This is a paid internship with a \$1,000 compensation given at the completion of the internship.

To apply for this internship, contact Tricia Fornesi, Sponsorship Director, triciaf@sanjosejazz.org.

About San Jose Jazz

Founded in 1986, San Jose Jazz is a public benefit corporation celebrating jazz as a dynamic, evolving art form and is producer of the annual San Jose Jazz Summer Fest and Winter Fest. With its singular music programming and innovative educational offerings, San Jose Jazz preserves the jazz tradition while actively supporting the next generation of performers within the genre and beyond. In 1987 San Jose Jazz produced its first Winter Jazz Series; in 1990 it produced its first jazz festival; and in 1993 it produced its first youth education program. San Jose Jazz is a dynamic, region-wide organization presenting over 160 events annually.

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SAN JOSE JAZZ