

SCRANTON MINI MAKER FAIRE INTERNSHIP

JOHNSON COLLEGE, 3427 NORTH MAIN AVE, SCRANTON, PA 18508

The Scranton Mini Maker Faire is organized and hosted by Johnson College to help reach and connect with our community in a fuller way. All funds raised go to the Innovation and Opportunity Fund, which specifically funds future endeavors that promote technology innovation and advancement on campus. For instance - 3D Printing, Advanced Manufacturing, Compressed Natural Gas (CNG) Curriculum, Sustainability, and much more!

The first Scranton Mini Maker Faire took place this past October. There were 21 sponsors, 50 makers, 100 volunteers and 700 attendees all contributing to over \$17,000 raised for the Innovation and Opportunity Fund. Now is your chance to help make the Scranton Mini Maker Faire an even bigger success this year! To learn more about the Scranton Mini Maker Faire visit: www.scrantonmakerfaire.com

This internship will be under the supervisor of the College Advancement Department at Johnson College. Johnson College is a non-profit, 2 year technical college with 14 program areas, 2 certificate programs and multiple professional development programs. To learn more about Johnson College visit: www.johnson.edu

Position

One paid internship is available to an undergraduate college student entering into their junior or senior year. This internship is ideal for students earning a degree in the fields of communications or business.

Dates: July 13, 2015- October 7, 2015

Required dates: 10/2/15, 12:00pm-6:00pm and 10/3/15, 6:00am-8:00pm

Hours: This internship totals 160 hours with the wage of \$10.00 per hour.

Schedule will be flexible M-TH 10:00am-4:00pm. Some nights and weekends.

Travel: Some travel in the Scranton area will be required. This includes but not limited to First Friday events, maker related events, community committee meetings, and possible media appearances. Personal transportation is required and all travel will be at the expense of the intern.

Intern Responsibilities

Under the supervision on the College Advancement Department, the intern will be part of the Scranton Mini Maker Faire event team. The intern will gain experience in planning a successful fundraising event from start to finish.

- Follow-up calls to sponsors and makers to meet their needs in the months before the event.
- Organize the internal and external community committee meetings.
- Updating all social media outlets daily/weekly.
- Constant awareness of local events to attend as a Maker Faire representative.
- Networking with people involved in the maker community.
- Involvement in the maker selection process.
- Ordering supplies.
- Creating marketing materials.
- Attend events and meetings to promote Maker Faire.
- Help organize and reach out to volunteers.
- Heavy involvement in the event layout, set-up and break-down.

Requirements

- Must have a positive, outgoing and professional attitude.
- Must have a strategic, creative and problem solving mindset.
- Must enjoy and be comfortable with all forms of communication (phone, email, public speaking, social media)
- Must be able to multi-task and work in a fast pace environment. Including being able to take direction, work independently and with a team.
- Must be adaptable and comfortable with constant change.
- Required Skills
 - Microsoft office
 - Email (comfortable with outlook calendar)
 - Copy and editing
 - Facebook, Instagram, and Twitter posts
- Preferred Skills
 - WordPress and Blog posts
 - Photoshop & InDesign

How to apply

This position will remain open until filled. Please email your resume, essay, one letter of recommendation and three references to

Janine Tomaszewski, Associate Director of College Advancement

jtomaszewski@johnson.edu

Essay: Please type an essay no more than one page answering the following questions.

1. How do you feel this internship will benefit your future?
2. What makes you an ideal candidate?
3. What interests you most about Maker Faire?