

## **INTERNSHIP OPPORTUNITY**

Society for Photographic Education (SPE)  
Conference Intern

National nonprofit organization seeks intern to support annual national conference. This is an opportunity to learn about events management and nonprofit organization management from the ground up. Intern will work along side staff for several months leading up to the conference (in March), and then travel (expenses paid) to Dallas, Texas to provide support on-site for the event. Participate in post-conference activities, including acknowledgements and evaluation. Interested students should submit a letter of interest, a resume, and a letter of support from an advisory faculty member (if student is pursuing academic credit) to:

Virginia Morrison, Executive Director  
Society for Photographic Education  
2530 Superior Ave., #403  
Cleveland, OH 44114  
[vmorrison@spenational.org](mailto:vmorrison@spenational.org)  
(no phone calls please)

Duties will include assisting with organization, communication and implementation of conference events and programs, receptions, meetings, events set-up, audio visual, and assisting with the general flow and resolution of onsite needs at the conference. Assist with marketing and promotional activities. Support the National Conference Planner (NCP) in working with presenters on communicating locations, times and ensuring audio/visual packages for their presentations. After the conference, assist NCP with a report identifying what went well, areas that need improvement and summary of reports collected from all onsite conference staff.

Specific responsibilities may include, but are not limited to:

### **Scheduling & Planning**

- Learn the planning schedule and help keep all involved on track
- Learn master schedule of conference (from pre-con days through board meetings at the end).
- Support NCP in communicating with presenters about location, time and audio/visual needs
- Help with round trip packing and shipping of conference supplies to conference site.
- Learn about preparations for site visits.

### **Communication Coordination & Promotion**

- Help with communication to other conference staff prior to conference and follow system for regular updates of information to all.
- Assist conference planner with PR efforts (dissemination of press releases and press packets, entry and maintenance of mailing lists to generate local and national interest, invitations and press badges to journalists, participate in SPE newsletter promotion).
- Assist with signage as directed by NCP (programming, transportation, registration, general hotel directional guides, SPE store, tours, etc.)

### **Transportation Coordination**

- Assist NCP with coordinating city transportation for tours or off-site receptions
- Assist with creation of written directions for website and listserv – from airport to hotel, etc.
- Research local modes of transportation.
- Assist with conference shipping and receiving

### **Onsite Support**

Assist the NCP with audio/visual component and room set-ups onsite at the national conference. Support the smooth running of programming, meetings, receptions, speakers, etc. Participate in a wide range of assigned and “on-call” tasks in addition to AV, such as working with presenters to answer questions they may have regarding their presentations. The onsite conference assistant reports to the NCP onsite.

### **Registration Assistant**

Assist SPE’s Registrar with pre-registration and membership enrollment data entry, mailings, sorting, copying, organizing, and reporting. Serve on the Registration Team on-site, providing customer service to conference attendees and supporting all conference related transactions. Provide welcome and information to conference attendees.

### **Silent Auction Support (pre-conference, onsite, and post-conference)**

Assist with mailings, receiving and directing donations, setting up display on-site as directed by SPE’s Office & Accounts Manager and Exhibits Fair Coordinator

**Become familiar with Portfolio Review process** to provide support as needed to Portfolio Review Coordinator

**Assist Volunteer Coordinator** on site as needed, mainly fielding questions from and corralling wayward student volunteers.

This unpaid position is estimated to have a time involvement of 5-15 hours/week, and could also be two positions, one dedicated to supporting the NCP, the other dedicated to supporting the Registrar. There is a possibility of small stipend for work on-site at the event, as well as all travel expenses, including a per diem. Work in an informal office environment in downtown Cleveland with free parking.