<table>
<thead>
<tr>
<th><strong>Name of Sponsoring Organization</strong></th>
<th>Southeastern Wildlife Exposition (SEWE)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Organization:</strong></td>
<td>Festival</td>
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<tr>
<td><strong>Supervisor Name and Title:</strong></td>
<td>John Powell, Executive Director</td>
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<tr>
<td><strong>Supervisor E-mail Address:</strong></td>
<td><a href="mailto:jpowell@sewe.com">jpowell@sewe.com</a></td>
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<tr>
<td><strong>Supervisor Telephone Number:</strong></td>
<td>843.723.1748</td>
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<tr>
<td><strong>Organization Website:</strong></td>
<td><a href="http://www.sewe.com">www.sewe.com</a></td>
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<tr>
<td><strong>Mailing Address:</strong></td>
<td>Mailing Address:</td>
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<td></td>
<td>P.O. Box 20635</td>
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<tr>
<td></td>
<td>Charleston, S.C. 29413</td>
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<td></td>
<td>Physical Address:</td>
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<td></td>
<td>211 Meeting Street, 2nd Floor</td>
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<td></td>
<td>Charleston, S.C 29401</td>
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<td><strong>Term(s) applying for:</strong></td>
<td>Fall; Spring</td>
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<td><strong>Deadline to Apply:</strong></td>
<td>September 6</td>
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<tr>
<td><strong>Internship Position Title:</strong></td>
<td>Special Projects Intern</td>
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### Qualifications/Skills Required

- Ability to manage multiple projects and work assignments from a variety of staff
- Ability to accomplish projects with little supervision
- Excellent interpersonal skills both in person and by phone, with high professionalism
- Basic computer proficiency (InDesign, Photoshop and/or Wordpress experience a plus but not necessary)
- Positive attitude, shows initiative, resourceful and enthusiasm
- General knowledge of the Southeastern Wildlife Exposition event

A fantastic opportunity to gain experience in event management and work closely with the SEWE staff to assist in the planning and execution of the 32nd annual Southeastern Wildlife Exposition, February 14-16, 2014.

Duties include but are not limited to:

- Assisting with event management
- Assisting in the coordination of SEWE's educational outreach programs including Kids for Conservation (tri-county art contest) and SC Junior Duck Stamp Program (statewide art contest)
- Website updating and data input
- Scheduling
- Updating exhibit layouts for event venues
- Organizing exhibitor and artist information
- General administrative duties as needed (filling souvenir orders, answering phones, stuffing envelopes and packets)

### Dates of Internship and Hours of Work

Internships require 120 hours of student work for 3 hours academic credit during the course of the semester. This is approximately 10 hours a week during the Fall and Spring. Summer internships tend to vary more due to the nature of the term. If your internship will require students to work significantly more than 10 hours a week or will be expected to work additional hours beyond the 120 hours required by the Arts Management Program, please include that information here.

- Internship to start in mid-September through the end of February 2014
- Starting at 2-3 days a week then eventually 4-5 days a week as SEWE 2014 (Feb 14-16, 2014) event approaches
- Number of hours per week to be determined at time of hire depending on class schedule and availability

### Job Description and Interns Responsibility

Please include as much information as possible about the nature of work the student will be doing.
**LEARNING OUTCOMES**
**Students are required to identify goals and desired learning outcomes for their internship. Please list those specific skills that an intern will have the opportunity to learn while working with your organization.**

| - Assistance in planning an annual, three-day event with 40,000+ attendees |
| - Coordination of statewide youth art contest |
| - Coordination and assisting in project management to ensure event success |
| - Learning new procedures and processes of event management |
| - Increase ability to multitask and prioritize under tight deadlines |
| - Gain personal contacts within the event and hospitality industry |

Compensation? Please indicate if this internship is paid, unpaid or if there is a stipend.