

Lotus Education and Arts Foundation
Event Production Assistant: Edible Lotus Benefit Event

Practicum Dates: April-July 2017
(Event Date: July 13)



The non-profit Lotus Education and Arts Foundation seeks a practicum student or student volunteer to assist with our annual benefit dinner/event (Edible Lotus). Edible Lotus, now entering its 18th year, is the premier fundraising event for Lotus, and proceeds support Lotus programs including Lotus Blossoms Educational Outreach and the Lotus World Music & Arts Festival. Student will gain valuable and applicable hands-on experience and skills with event planning, fundraising, and non-profit administration.

Student must be available from late April, through and just beyond the actual event on July 13. Please plan for hours to increase in the weeks leading up to the event.

The Event Production Assistant will support the Lotus Development Director and the Special Events Committee with planning and implementation tasks including:

- Event details and logistics
- Communications with vendors and auction donors
- Promotion and signage
- Day-of-event responsibilities
- Event follow-up

The successful candidate for Event Production Assistant should be extremely dependable, able to work independently, and able to manage multiple details and tasks. Student should also be comfortable with basic graphic design/design software, have strong verbal and written communication skills, and have a semi-flexible schedule leading up to the event.

Please send a letter of interest and a resume by email to HR@lotusfest.org.

To learn more about Lotus, visit www.lotusfest.org

Details about 2016's Edible Lotus event can be found at
<http://www.lotusfest.org/event/edible-lotus-benefit-2016/>