ATLANTA FOOD & WINE FESTIVAL SPRING INTERNSHIP PROGRAM
Application deadline: January 11, 2019

Send your cover letter and resume (PDF) to Melissa.Feraudo@AFWFProductions.com. Please include the position title you are interested in in the subject of the email (i.e., “PRODUCTION INTERNSHIP”).

ABOUT AF&WF: Launched in 2010, the Atlanta Food & Wine Festival is a four-day culinary experience dedicated to shining an international spotlight on the rich food and beverage traditions of the South from Texas to the District of Columbia. Atlanta Food & Wine Festival is one-part conference and one-part party, offering carefully-crafted programs and events to entertain and educate consumers about Southern food and drink. The Festival also celebrates the flavors of other Southern regions around the globe including Southern Europe, South Africa, South America, Southern Hemisphere (Australia and New Zealand) and South-of-the-Border for Mexico, Puerto Rico, Cuba, and the Caribbean. Atlanta Food & Wine Festival returns to Atlanta Thursday, May 30–Sunday, June 2, 2019.

THE INTERNSHIPS: Interns play an important role in supporting the overall organization and implementation of our events. As a Spring Intern, you will focus on Atlanta Food & Wine Festival as well as early planning for Sugarland Wine & Food Affair. All interns will be expected to have open availability the week leading up to the festival, and weekend of the festival. The internship program is designed to give interns hands-on experience in a fast-paced, entrepreneurial environment. Available positions include:

PRODUCTION INTERNSHIP
Work with the Festival Director and Managers on logistics, coordination, and management of events including (but not limited to):
- Assisting with inventory control, market research, vendor communications, permit applications, venue procurement, etc.
- Supporting timeline management, staff recruitment, and budget oversight
- Working closely with internal databases to document all details of events accordingly
- Managing events on-site, and assisting to troubleshoot any problems that arise during AF&WF
- Creating amenities or “extra touches” (i.e., gift bags, recipe books, tasting mats, etc.) for vendors and event partners

MARKETING INTERNSHIP
Will work in collaboration with AF&WF’s Marketing/Communications Team on the following (but not limited to):
- Developing and implementing social media, communications, and marketing tactics
- Supporting campaigns to promote events and talent through Facebook, Twitter, Instagram, etc.
- Assisting in creating signage, newsletters, email campaigns, online promotions, etc.
- Tracking marketing campaigns to assess possible ways to improve results
- Maintaining social media websites and internet material (up-to-date & accurate)
BUSINESS DEVELOPMENT INTERNSHIP
Work with the Festival Director and Managers on managing exhibitor and sponsor needs including (but not limited to):

- Assisting Business Development Team in all communications with Sponsors
- Developing databases for potential and current sponsors, group sales, and exhibitors
- Organizing and ensuring all sponsor needs are met before and during the festival
- Executing Sponsorship contracts, including ticketing and event activation
- Managing events on-site, and assisting to troubleshoot any problems that arise during AF&WF

ACCOUNTING/OFFICE MANAGEMENT
Work with the Festival Director and Managers to support accounting needs for all events including (but not limited to):

- Supporting all teams in entering and updating internal databases shared with the accounting department
- Working closely with hotel folios, internal database, and profit & loss projections
- Ensuring expenses are correctly coded and submitted in a timely fashion
- Assisting in budget oversight for multiple events
- Managing events on-site, and assisting to troubleshoot any problems that arise during AF&WF

GRAPHIC/WEBSITE DESIGN INTERNSHIP
Work with the Festival Director and Managers and in collaboration with the Marketing Team on the following (but not limited to):

- Maintaining website data entry
- Developing event related graphics, save the dates and other promotional images
- Potential on-site event support during AF&WF
- This internship will be 5-10 hours per week on an as need basis (workplace flexibility)

QUALIFICATIONS: Energetic and enthusiastic college students or recent graduates who have a high degree of interest in (and preferably some experience with) special events, food, beverage, and hospitality. Specific qualifications include:

- Must be 21 years of age or over
- Must have their own laptop computer and transportation
- College major (focus) in a related field such as hospitality, business, communicates, marketing, hotel/restaurant/tourism management, etc.
- Previous experience in an office environment and/or customer service
- Strong oral and written communication skills
- Creative and forward-thinking with the ability to quickly adapt
- Excellent organizational and project management skills
- Ability to successfully multi-task with outstanding attention to detail
- Commitment to delivering a quality work product
- Demonstrated ability to collaborate as a member of a team
- Self-motivation and ability to work independently
- Willingness to jump in and help with any task at hand
SCHEDULE: January 21-June 7
- 20-30 hours per week
- Flexible scheduling and some telecommuting may be allowed
- Open availability required May 20-June 7, 2019

LOCATION: Atlanta, GA (Midtown)

ENVIRONMENT: Office environment with free parking in West Midtown, Atlanta. Interns will share a workspace and have access to Wi-Fi and a printer/copy machine. Interns must use their own laptops during the internship program.