



Maker Faire  
Kansas City

## Special Events Intern Job description

### Position Description

Union Station Kansas City offers interns practical experience in the production, promotion and execution of special events and programs.

- We are seeking quick-learning and self-starting candidates who desire to gain an extensive working knowledge of Maker Faire Kansas City and other signature Union Station events. The ideal candidate will assist with the coordination of the 9th Annual Maker Faire Kansas City, an event expected to attract 350+ participants and 18,000+ attendees, as well as a number of other signature Union Station events ranging in size.
- In addition to assisting in administrative and office duties, candidates will be required to assist with onsite event duties for Maker Faire Kansas City, including registration and sign-in of Makers and sponsors, lifting and moving of event supplies and equipment, ticket sales and various other event duties.
- Additional non-event duties may include assisting other departments with promotional appearances, data entry, stuffing mailers, delivering promotional materials, etc.

### Minimum Experience/Skills/Competencies

- The ideal candidate must be a team player, customer-friendly, organized, outgoing, professional and able to deal effectively with frequent interruptions in a demanding environment.
- Excellent verbal and written communication skills, including demonstrable experience in education and entertainment writing, proofreading and editing.
- Candidates must be able to work independently, prioritize and multitask. Maintain a strong business network and professional image. Support a team environment with a positive, can-do attitude. Work hours outside of normal office hours may be required to meet deadlines, attend events, etc.
- The right candidate must be a proactive, positive professional who will passionately and successfully promote Kansas City's Science Center, Maker Faire Kansas City and Union Station Kansas City.
- Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to work occasional evenings and weekends.
- Due to the dynamic nature of the business, multi-tasking skills and the ability to think on the fly are a must.

- The event intern should have a love for special event management, provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers.
- Knowledge of Maker Faire Kansas City and the Maker Movement is a plus.
- Interns must be able to work 40+ hours per week, plus all Maker Faire-related events held during the summer, including necessary nights and weekends.
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges; email and web searches.
- At least 1 year experience coordinating special events.

#### Minimum Education

Successful completion of two years in a communications/marketing/special events program within an accredited post-secondary institution.

Union Station Kansas City is committed to employing a drug-free and diverse work force.  
EOEM/F/D

#### To Apply:

Send resume and cover letter to:

Union Station Kansas City  
Human Resources Department  
30 W. Pershing Road  
Suite 400  
Kansas City, MO 64108-2422  
Or email your resume to: [employment@unionstation.org](mailto:employment@unionstation.org)