



Emerging Prairie Experience & Events Intern

Pay rate: \$17/hour

Internship Start Date: February 2025

Emerging Prairie is looking for an Experience & Event Intern to continue its tradition of creating world-class events that drive impact, engagement and connection. The Experience & Events Intern will assist the Experience Team with the execution of events related to TEDxFargo, Grand Farm, Emerging Digital Academy, and Startup Programs.

The ideal candidate is passionate about event planning, excited by entrepreneurship, works well under pressure, is eager to create unique experiences for attendees, loves Fargo-Moorhead, and isn't afraid to try new things. This individual will have strong communication and organization skills and be able to multitask while working on deadlines.

Note: This internship is part-time during the school year and full-time during the summer.

Key Areas of Responsibility

Event Planning and Programming

- Assist the team in communicating with vendors and ensuring the vendors have a clear understanding of the details for the event
- Assist in identifying and booking musicians and artists
- Provide logistical support as needed before, during, and after Emerging Prairie events
- Be a creative partner in designing attendee experiences at Emerging Prairie events
- Assist in producing and executing creative projects that can be implemented at events
- Communicate with event speakers before, during, and after the event
- Assist with set-up and tear down of on-site events

Other Duties

- Engage with community members and event attendees at Emerging Prairie events as well as community events
- Brainstorm and develop ideas for new events and programs
- Other duties as assigned

Qualifications

Minimum Qualifications:

- Strong communication skills
- Excellent interpersonal skills both in person, by phone, and email, with high professionalism
- Ability to keep up with the rapid pace of the position and be adaptable to

- spontaneous adjustment/revisions
- Ability to work occasional early mornings or late nights depending on events
- High organizational skills and an attention to detail
- Ability to multitask while working on multiple deadlines
- Interest in community development and supporting entrepreneurs

Preferred Qualifications:

- Experience event planning
- Interest in pursuing a career in the events industry
- Pursuing a relevant degree

Physical Demands:

- Ability to continuously stand or walk during events.
- Ability to bend, squat, climb stairs and lift occasionally.
- Ability to lift up to 30 pounds occasionally.

Work Environment:

- May occasionally work in temperatures above 100 degrees and below 32 degrees
- May occasionally walk on slippery or uneven surfaces
- May occasionally climb ladders and work off elevated surfaces
- Noise level in the work environment is frequently loud

About Emerging Prairie

Emerging Prairie is a nonprofit organization that focuses on energizing communities through innovative programming, events, and initiatives that move the needle and ignite economic growth. With our values, mission and vision as a guiding force, we strive to support the founders, creators and community builders to be curious and relentless in their pursuits. Emerging Prairie leads the efforts for Emerging Digital Academy, TEDxFargo, and Grand Farm. Learn more at emergingprairie.com.

Mission: To energize communities.

Vision: The relentless pursuit to improve the human condition both locally and beyond. Emerging Prairie is proud to be an equal opportunity provider.

To Apply: Send a cover letter and resume to lizc@emergingprairie.com