Show off your skills and gain experience in developing and orchestrating events, shows and workshops at Adeline’s Lab.

Adelines Lab is a creative community center in South Berkeley that provides a safe and supportive space for the arts and small business in hospitality and retail.

We currently offer affordable studios, an exhibition gallery, and a mixed use meeting space for the community.

In a nutshell it’s kind of like a creative co-working space which fosters entrepreneurship, idea incubation, and small locally grown businesses.

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We are looking for enthusiastic, diligent, and creative interns with an aptitude for learning new skills to join our team in Berkeley, CA. We have a variety of areas where you can contribute:

- **Event Coordination**
- **Workshop Development & Scheduling**
- **Creative Event design**
- **Art show and performance management**

Please send a cover letter and let us know what area you are specifically interested and that you have actually read the job description. It doesn’t need to be formal, but it does need to include your graduation date.

- Strong work ethic, attention to detail, and an eagerness to help.
- Excellent organizational, communication, and time management skills.
- Ability to prioritize and succeed in an environment with competing demands.
- A keen eye for improving processes and resourceful, creative problem solving.
• Curiosity about how things work and tenacity to learn new things.
• A coachable attitude and a desire to improve yourself.
• High comfort level with lab work, building things, and troubleshooting.

*Internships are volunteer opportunities with a pathway for paid positions*

**Duties and Responsibilities that will be developed within the internship**

- Maintaining a working relationship with vendors and venues.
- Understanding the complex needs of different events, and diverse clients.
- Planning event aspects, such as venue, seating, dining, and guest list.
- Ability to delegate event planning tasks to other staff members where necessary.
- Strong knowledge of venues and vendor offerings while taking clients on tours of venue possibilities.
- Coordinating event entertainment, including music, performers, and guest speakers.
- Attentive to the value of staying under budget while planning event specifications.
- Issuing invoices and collecting payments in a timely manner, and creating comprehensive and readable financial reports.
- Managing and overseeing events on the day of, including problem-solving, welcoming guests, directing event set-up, communicating with staff, and organizing vendors, and managing take-down.
- Communicating with marketing team to create effective advertisements for each event.
- Anticipating and planning for possible different scenarios.
- Creating sales opportunities for future events during client liaisons and during events.
- Strong communication skills, and the ability to present event ideas and plans to client and vendors.