

About Us

Explore Edmonton is proud to present KDays, located at the Edmonton EXPO Centre and Exhibition Grounds. Be part of the action and join in the excitement of KDays 2024 by joining our team as a summer intern! Our summer intern opportunities assist in preparing for and participating in support of KDays. We also have other summer intern opportunities that will assist with Explore Edmonton events and corporate activities throughout the summer!

About the Positions

Our summer intern opportunities are available through the Canada Summer Jobs program. These positions are available starting approximately late May until August at an hourly rate of \$21.00.

Positions available:

Program Interns: assists with the development, implementation, and evaluation of select programs occurring at and prior to K-Days. Provides research support and assists with program plans related to area of focus. Communicates and assists in coordinating with program participants, working groups, and other stakeholders. Areas of focus include:

- Innovation
- Program Management
- Local Food & Craft Beverages
- Arts
- Equity, Diversity, & Inclusion
- Indigenous Programming
- Entertainment & Attractions
- Family Programming
- Sustainability

Historical Archivist: responsible for inventorying, collection, care and documentation of artifacts that are intended to preserve the past for the benefit of future purposes. Assists with planning, development, and execution of archival documentation system. Labels and categorizes archived items. Supports development of exhibition of select historical items at K-Days. Support coordination of K-Days signage orders and installation.

Administration Intern, KDays Parade: assist in the administration, planning, and execution of the Kdays Strolling Entertainment program and Kdays Parade. Administrative tasks will include data entry and file management. Responsible for providing a comprehensive program report at the conclusion of the event.

Production Intern, KDays Parade: assist in the production and execution of programming during Kdays Strolling Entertainment program and Kdays Parade events, including areas such as artist requirements, performances, sites, exhibitions, and displays. Will support program drafting and maintain communication with event staff, program partners, collaborators, and volunteers.

IT Applications Intern: supports Project Administrator and Program Managers with IT requirements, including webform design, e-campaign design, and quality assurance. Completes workflow testing and documentation of the test cases and procedures. Provide support for data analysis and reports. Provides guidance for users and gathers feedback.

Ticketing Intern: supports the planning, implementation, and evaluation of specific ticketing initiatives for K-Days. Coordinates ticket opportunities with group sales, consignment, and fundraiser partners. Fulfills ticket orders and packages. Supports and maintains database integrity. Assists with coordination of ticketing locations.

Exhibits Intern: supports the planning, implementation, and evaluation of specific vendor and exhibitor programs within the K-Days vendor programming. Communicates with program participants including vendors, AHS representatives and/or community groups. The position will require daytime hours in the lead up to K-Days, being on grounds for the setup days and the duration of fair itself.

Customer Care Intern: will provide exceptional customer service by listening to customers' concerns, issues, and questions. Responds to concerns calmly and with a positive attitude. Prepares product and customer reports by gathering data collected during customer interactions, and makes recommendations for possible improvements to meet the customer's needs.

Volunteer Services Intern: assists with the recruitment, onboarding, supervision, recognition, and administration of volunteers for K-Days. Uses and maintains the volunteer management database to communicate and schedule volunteers. Builds relationships with volunteers, staff, and other partners. Matches volunteers to positions that suit their skills or availability.

Production Assistant: assist in the production and execution of Arts programs at Kdays. Communicates with program participants, community groups, and other stakeholders. Assists with coordination of installation, running, and tear-down of exhibitions. Liaise with production and operations contractors.

Urban Farm Administration Support: will combine knowledge and activity outdoors at the Urban Farm with behind-the-scenes support in the office. Support will include updating social media calendars, completing contracts, updating promotional and educational materials, distributing and managing surveys, writing and assembling newsletter content throughout the summer. Occasional support at the Urban Farm may include supporting educational programs and general tasks such as plant care.

Operations Intern: supports the planning, implementation, and evaluation of operational areas within K-Days. Assists in resourcing and procurement of operational need for K-Days programming. Communicates and liaises with stakeholders and follows critical timelines.

Marketing Interns: assists with execution of marketing and communications strategies for assigned portfolio. Updates Explore Edmonton webpage and other digital marketing activities, maintains Asana boards and tasks, develops project briefs and summaries. Portfolios include:

- KDays
- Consumer Marketing
- Edmonton Convention Centre & Edmonton EXPO Centre
- Business Events and Sport & Culture Events
- Creative & Digital Marketing

Graphic Design Intern: will provide graphic design support for the creative elements and design of both internal and external branded documents and campaign collateral. Collaborate with team on design execution and planning for all marketing activities, ensuring content is on-brand and consistent with style, quality, and tone of voice.

Communications Intern: provides support to Explore Edmonton's corporate communication efforts and organizational communication strategies. Will work independently and as part of a team to create online content, reports, briefings, posts, and newsletters. Promotes Explore Edmonton's social media presence and collaborates with team for campaigns and communications.

IT Service Desk Technician: will engage daily with Explore Edmonton employees in a support role. Will provide solutions, advice, and guidance related to software and hardware for users so they can effectively perform their job duties. Will provide positive service to others, whether virtual or face to face.

People & Culture Assistant: provides support through customer service, accurate data entry, employee file management, coordination, and logistics. Will have the opportunity to participate in People & Culture program activities prior to, during, and after K-Days.

Engagement & Events Intern: supports coordination and execution of strategic corporate events, including town halls, roundtables, social events, and stakeholder engagement events. Prepares briefing notes and reports following corporate events. Will have opportunities to experience various aspects of strategic communications and event planning.

Successful candidates will have:

- Solid prioritization, organization skills, self-motivation, flexibility, and adaptability
- Proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook)
- Strong, demonstrated interpersonal and communication skills (verbal and written)
- Demonstrated good judgment and professionalism
- Proven ability to work independently and perform effectively in a team environment
- Ability to work under pressure and with time-sensitive deadlines
- Lifting and moving of equipment up to 50lbs
- Knowledge of the City of Edmonton and K-Days is considered an asset
- Availability to work full-time from May until August 2024
- Able to work in-person and remote/off-site, as required.
- Possibility to work some evening and weekend hours, as required.

All successful candidates require the following to be eligible for the Canada Summer Job Program:

- Must be between 15 and 30 years of age at the start of employment.
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment. **International students are not eligible to participate.**
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

How to Apply

Applications will be open at the end of April. Please apply with your resume and cover letter, including which position(s) you are most interested in.

Application Notes:

- Your application will be considered for all of the positions, so only apply once! Multiple applications are not necessary.
- Please tell us which position(s) you are interested in and would like to be considered for in your application.
- When the application process is open, please submit your cover letter and resume along with the position(s) you are interested in.

These positions are in collaboration with Employment and Social Development Canada's – Canada Summer Jobs Grant program. All summer intern positions pay \$21 per hour.

Canada

Explore Edmonton encourages, supports, and celebrates a diverse and inclusive work environment. We strive to create a workplace that reflects the city we promote and where our employees feel safe and supported every day.