



Golden Civic Foundation

Events/Fundraising Summer Paid Internship Position

(Paid, \$11.50 per hour, 10 hours per week. Start/end time are flexible.

College student or high school graduate preferred.)

Candidate will support the Assistant Director with the planning and production of two major events: The 3rd Annual Golden Summer Jam music festival to be held on Thursday, June 27th at the Colorado Railroad Museum, and, the 44th Annual Gala & Auction on Saturday, October 12th at the Colorado School of Mines' Lockridge Arena. Duties will include photography and processing/packaging of silent auction items, Summer Jam event setup and tear down support, social media and website updates, event publicity and ticket sales support. Intern will gain an understanding of event planning and management, fundraising strategies and non-profit organizations. This position involves fun work and fun people and is based in the heart of thriving downtown Golden!

About the Golden Civic Foundation:

The Golden Civic Foundation is a 501c3 non-profit foundation that supports the Golden community. Started in 1970, more than two generations of Golden's citizens have benefited from the GCF's participation in community life. From the downtown streetscape and public art that graces city streets and walking paths, the sponsorship of community events and the support of downtown revitalization efforts, the Foundation has invested more than \$5 million in Golden.

The Foundation offers financial support to local non-profit organizations via an annual community grant program and provides small business support via a business loan program. Funding utilized for grants is raised through our annual Gala which raised \$176,000 in 2018. The business loan program is funded by from personal donations and bequests to the Civic Foundation.

Please see our website at: <http://www.goldencivicfoundation.org/>

About our Events:

The Golden Summer Jam: The 3rd Annual Golden Summer Jam will be held on Thursday, June 27, 2019 from 5:30-9:30pm at the historic Colorado Railroad Museum. This Golden Civic Foundation summertime event is designed as a way to connect with Golden families and residents, promote community involvement and celebrate Golden's small-town friendly

atmosphere. The evening will feature live music by three, local, Golden bands and the opportunity for guests to explore the Museum's scenic, 15-acre railyard that is home to more than 100 locomotives, passenger cars and cabooses. Guests can enjoy a ride on the Galloping Goose Railway and also delight in the charm of a fully operational miniature garden railway. Food and beverage will be sold by New Terrain Brewing Co. (beer), Ace Liquor (wine) and Bob's Atomic Burgers, Crock Spot and Moontime Crepes. Local non-profit organizations will also be on-site with family-oriented, interactive activities. Tickets, which sold out last year, are limited to 500 guests and are \$20 per adult and include one complimentary New Terrain beer. Youth age 18 and under are free.

The Golden Civic Foundation 44th Annual Gala & Auction: For more than 43 years, the Golden Civic Foundation's Annual Gala & Auction has been "THE" event of the year for active members of the Golden community who love our town. The Gala moved last year to the Colorado School of Mines' Lockridge Arena in order to accommodate more guests. The Vintage-Western themed Gala & Auction will take place on Saturday, October 12, 2019 beginning at 5:30pm and will include dinner, a cash bar, exciting live and silent auctions and high-energy musical entertainment. This event is the primary fundraiser for the Golden Civic Foundation's Grant Program and more than \$5.3 million that has been raised over the past 48 years has been reinvested back into the Golden community to support charitable organizations, public schools, museums and cultural centers in the greater Golden area.

A. **Compensation.** Intern shall be compensated in the amount of \$11.50 per hour for 10 hours (flexible schedule) per week, payable on or before the fifth (5th) day of each month for the term of this Agreement. This compensation shall be subject to the customary withholding tax and other employment taxes as required with respect to compensation paid by an employer to an employee.

B. **Expenses.** Preapproved expenses will be paid by the GCF. The Executive Director must preapprove such expenses. All receipts evidencing such expenses shall conform to the record-keeping requirements of the Internal Revenue Code. The GCF shall, in its sole discretion, determine whether or not an expense incurred by Employee constitutes an "ordinary or necessary business-related expense." Employee shall apply for reimbursement for said expenses on a monthly basis.

C. **Benefits.** No vacation, sick leave, retirement plan, or health insurance is included in compensation.

D. **Technology.** If possible, it is preferred that the intern use their own, personal laptop, as needed, for GCF related work.