



Internship Program Application

The Marketplace is the Town of Pulaski's popular farmer's and artisan's market, held during the summer months at Pulaski's Historic Train Station. The Marketplace brings local growers, farmers, craftsmen, artists, chefs, and musicians together for a unique community event for the entire family. At the heart of the Marketplace's mission is to bring members of the greater Pulaski community together to celebrate fresh, local food and the strong spirit found in throughout our Town, Pulaski County, and the greater New River Valley region.

The Town of Pulaski seeks a motivated intern to assist the Marketplace Manager, Deputy Town Manager, and other members of Town staff with logistical support for the 2018 Marketplace. The internship will last for the duration of the Marketplace season (May 15 - August 28). The selected intern must be available from 3pm until 9pm each Tuesday during the Marketplace season and will be expected to log additional support hours throughout the week, not to exceed 15-20 hours per week.

The selected intern will be given the opportunity for hands-on experience in working with a successful local farmer's and artisan's market. The selected candidate will be expected to assist in the day to day planning and logistical support for the weekly Marketplace, as well as special events held in conjunction with the Marketplace. The intern will assist with vendor relations, communications and outreach activities, event set up, and other duties assigned by the Market Manager and Deputy Town Manager. The Town of Pulaski and expects the intern to treat their position seriously, as they would any employment. In return, the Market Manager and Deputy Town Manager will strive to provide every learning opportunity available to help build professional skills and experience for the intern.

****Please complete both sides of this application. ****

PERSONAL INFORMATION

NAME: _____

CURRENT ADDRESS: _____

PHONE NUMBER: _____ E-MAIL: _____

COLLEGE/UNIVERSITY: _____

MAJOR/CONCENTRATION: _____

DEGREE AWARDED/WORKING TOWARD: _____ # OF SEMESTERS COMPLETED: _____

ANTICIPATED GRADUATION DATE: _____

INTERNSHIP AVAILABILITY

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

I will be receiving college credit for this internship: YES NO

REFERENCES

Please provide 2-3 professional references. Do not list friends or relatives.

NAME _____
PHONE NUMBER _____ EMAIL _____
ADDRESS _____

RELATIONSHIP _____
HOW LONG HAVE YOU KNOWN THIS REFERENCE? _____

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ADDRESS _____

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ATTACHMENTS

Please submit the following materials as part of your application:

COVER LETTER (explain your qualifications and why you'd like to intern with the Town)

RESUME (list relevant coursework, employment history and other relevant experience)

I certify that the information provided on this application is true and not falsified in any way.

Signature: _____ Date: _____

PLEASE RETURN COMPLETED APPLICATION/ATTACHMENTS VIA EMAIL OR MAIL TO:

MARKETPLACE INTERNSHIP PROGRAM

C/O Nichole Hair

P.O. BOX 660

PULASKI, VA 24301

NHAIR@PULASKITOWN.ORG (SUBJECT: MARKETPLACE INTERNSHIP PROGRAM)