



Internships at Historic Manassas Inc.

Available year-round with flexible dates.

****Immediate Opening****

About Historic Manassas, Inc (HMI)

[HMI](#) is a 501(c) (3) charitable, non-profit corporation funded by private donations and the City of Manassas. Since February 1986, HMI has been leading the revitalization and promotion of Historic Downtown Manassas through preservation-based economic development. HMI is a designated Virginia Main Street Community Partner, and an Accredited National Main Street Center Program Member. Guided by the National Main Street Center's Four-Point Approach, HMI works collaboratively to develop and implement transformation strategies that contribute to the Historic Downtown's continued revitalization. HMI's responsibilities also include managing the Manassas Visitor Center, Farmer's Market, and several annual community events throughout the year to bring residents and visitors downtown, to advance the area's economic viability.

Internship Overview

Internships at HMI are flexible and unpaid. Interns for HMI will support our nonprofit's mission by assisting in the daily work of our Visitors Center, Farmers Markets, Signature Events, First Fridays, and/or marketing efforts. HMI internships will be designed to fit each intern's schedule and interests, while taking into account the specific needs of our organization, which change depending on seasons and other factors.

Interns will report to HMI's Events & Vendor Coordinator and Visitor Center Operations Coordinator, depending on the schedule that is co-created by HMI and the intern. This is a hands-on, unpaid internship that will give students the opportunity to gain new skills and grow their knowledge in events management and execution, vendor coordination, customer service, and event marketing.

Sample of Internship Opportunities

- The Historic Manassas Farmers Market runs every Thursday and Saturday, from 8:00AM - 1:00PM, year-round. Interns help with setup and breakdown, social media, tracking market attendance, as well as running market events and activities, needed education and nutrition-incentive efforts during the market.
- HMI's First Fridays run from February to November each year. Interns help with generating and running activities for Kids Zone, setup and breakdown, social media, and coordinating with Downtown Merchants prior to and day of.



- HMI organizes the community's Signature Events: Railway Festival (June), Celebrate America (July), Fall Jubilee (October), and Holiday Market (December) in collaboration with the City of Manassas. Interns will help with obtaining permits, vendor licenses, and planning family-themed entertainment, as well as assist in setup and breakdown on the day of, vendor load-in and load-out, social media, and answering festival attendees' inquiries.
- HMI runs the Historic Manassas Visitors Center on Mondays to Sundays, from 9:00AM to 5:00PM. Interns assist with providing visitors parking passes, answering questions about train schedule, events and what to do in Historic Manassas, as well as soliciting and organizing visitor guides and promotional materials for businesses.
- Marketing tasks include social media posting, creating content for HMI's website and newsletters, including Farmers Market, and other administrative tasks.

Requirements

- Interest in local agriculture, tourism, events management, and/or marketing.
- Ability to follow directions and work thoroughly and efficiently
- Strong attention to detail and organized work style
- Strong communication and customer service skills
- Ability to interact with diverse populations
- Ability to lift 75 pounds
- Willingness to work outdoors in all weather conditions
- Self-starter with ability to work independently and as a team player.
- Proficient in Microsoft Office (Outlook, Word, Excel, Publisher, Power Point) with an aptitude and willingness to learn new software applications, such as MarketSpread.
- Knowledge of social media and email platforms (e.g., Facebook, Instagram, ConstantContact).
- Professional in appearance, attitude, and action.
- Must be trustworthy and able to work with confidential data.

Schedule

HMI works with interns year-round. The hours per week and duration of the internship are flexible. HMI interns that work less than 10 hours/week are expected to commit to at least a three-month internship.

How to Apply

Interested candidates must email a cover letter and resume to Jheanel Butler at jheanel@historicmanassasinc.org with "Internship Application" in the subject line or drop them off at the HMI offices inside the Manassas Train Station at 9431 West Street, Manassas VA 20110.