



Public Programs Intern

The Detroit Riverfront Conservancy, Inc. was formed as a 501 (c) (3) with the mission of developing access to the Detroit International Riverfront. The entire vision of the Detroit Riverwalk is 5 ½ miles of Riverfront property, from the Ambassador Bridge on the west to Gabriel Richard Park, just east of the McArthur Bridge to Belle Isle, and will include the construction of a continuous Riverwalk along with plazas, pavilions, and green spaces. The Conservancy is responsible for the development, operations, maintenance, and programming of the Detroit Riverfront in perpetuity. Now in our 22nd year of operations, the riverfront has blossomed into one of the most vibrant gathering spaces in Michigan, with more than 3 million people visiting the Detroit Riverfront, to meet friends, enjoy the natural beauty, and participate in public programs and more. **The Detroit Riverfront Conservancy seeks a Public Programs Intern to work with the Conservancy's public programming department this summer.**

The Public Programs Intern will work with the Programming team to support the planning, coordination, and execution of multi-generational-orientated public programs. In this role, the Public Programs Intern will gain experience in program and event development, and volunteer management, and learn about the operation of a public space or cultural institution. The Summer Public Programs Intern will also be tasked with assisting in developing and collecting feedback to help guide public programming at the Conservancy's newest park – Ralph C. Wilson, Jr. Centennial Park – opening in the Fall of 2025.

Interns will be provided a stipend for their time, and be required to attend four programming sessions during the summer with opportunities to enhance leadership, networking, and work skills as part of their internship. Funding for this internship is in partnership with the Applebaum Internship Program.

The position reports to the Programming team.

Duties and Responsibilities

- Assist in planning DRFC public programs on the Detroit Riverfront – Detroit Riverwalk, parks, and greenways - in the areas of health and wellness; conservation; and arts, culture, and education.
- Support or take lead in the execution of public programming
- Serve as point of contact for program partners at Riverfront programs and events
- Connect with the general public regarding general riverfront inquiries, programs, or events
- Coordinate the logistics for supplies, program partners, and facilities for programs
- Work with DRFC Volunteer Manager to schedule volunteers and manage event volunteers at programs and events
- Assist or take the lead in setting up, breaking down, and managing registration and check-in for programs and events
- Assist with flyer creation and program signage using Canva
- Support new program development through research and ideation, including development of programs for Ralph C. Wilson Jr. Centennial Park, opening Fall 2025
- Assist with social media content and strategic community outreach
- Advance the mission of the DRFC through support of other departments outside of programming, including development, operations and communications
- Assist with data collection and database reporting

Your background

- Working toward a degree in hospitality business, parks and recreation, public service or nonprofit management or a related field is preferred
- Proficient in Microsoft Office and comfortable with Canva
- Ability to accomplish projects independently and manage projects simultaneously
- Exceptional interpersonal communication skills (phone, email, face-to-face)
- Experience working in event production, volunteer management, community outreach, customer service, or hospitality
- Capacity to lift 20 – 25 lbs.
- Ability to work weekends and weeknights as needed
- Must currently attend an undergraduate college/university in Michigan
- Candidate must be based in Southeast Michigan over the summer

Who you are

- A champion and advocate for the Detroit Riverfront Conservancy's mission and our visitors
- Enjoy connecting with the public and meeting new people
- Possess a growth mindset with an openness to coaching and critical feedback
- Knowledge of the City of Detroit and enthusiasm to work in the City
- Dynamic self-starter with entrepreneurial spirit who can think strategically, with imagination, and the ability to challenge and inspire
- Action-oriented, decisive, quick study with proven ability to think analytically
- Desire to grow professionally
- Ability to work well under pressure with persistence, perseverance, tenacity, integrity, and patience
- Highly organized and detail-oriented
- Passion for creating interesting, strategic, and exceptional experiences

Summer Public Programs Internship is full-time (40 hours per week) and will receive a stipend of \$6,000 for twelve weeks with the opportunity to extend the internship for a longer term. The preferred intern term is May-August, please include availability on your intern application. If you are local and can start before May please indicate that as well. Some weekend or weeknight work will be required. Daytime hours will be adjusted as needed for evening and weekend work.

To apply for this internship, please send your resume, cover letter, availability, and a list of three references all as one PDF document to internships@detroitriverfront.org in the subject of the email please type your name – Public Programs Intern. We will be accepting applications until February 10. No phone calls, please.

By applying for this internship you grant permission to share your resume and cover letter with the Applebaum Internship Program and Fellows Network that includes many of Detroit's arts and culture institutions.