



KCPBS Events Internship Job Description

Internship Terms (dates can be flexible)

Spring: January – May (decision date: December)

Summer: May – August (decision date: February)

Fall: August – December (decision date: May)

At Kansas City PBS, a rich legacy of service has laid the foundation for a limitless future with our community. Our content platforms — television, radio, digital and education — exist to serve our region. We advance conversations through community engagement and social media. We explore complicated issues with thoughtful reporting. We share the stories of people, places, and progress in our community.

Are you passionate about helping community-centered events come to life? Kansas City PBS is looking for an enthusiastic Events Intern to assist our team. This is an exciting opportunity to gain hands-on experience in event planning, marketing, and community engagement with one of Kansas City's most trusted local media organizations.

Internship Summary

Reporting to the Events Manager, this part-time, temporary role is a vital resource for bringing our community-centered events to life. This is an exciting opportunity to gain hands-on experience in event planning, logistics management, public relations, and community engagement with one of Kansas City's most trusted local media organizations.

The Events Intern is responsible for supporting the entire events lifecycle, from creative conceptualization and vendor coordination to hands-on execution and post-event analysis. The intern will provide crucial on-site support for both private and public events hosted by Kansas City PBS, Flatland, and 90.9 The Bridge.

The ideal candidate is highly organized, action-oriented, possesses excellent communication skills, and has a genuine passion for creating memorable and impactful experiences for the public.

What You Will Learn:

This internship is designed to be a significant learning experience that provides tangible, career-ready skills in the events and project management fields. Upon completion of this placement, the intern will have gained:

- Practical experience in the planning, coordination, execution, and breakdown phases of diverse events (screenings, fundraisers, community forums, etc.).
- Proficiency in managing vendor communications, contract tracking, scheduling logistics (catering, A/V, photography), and budget tracking for multiple concurrent projects.
- Hands-on ability to manage event flow, direct volunteers, coordinate setup/teardown, and quickly resolve day-of operational challenges.
- Exposure to creating event-specific collateral, including basic graphics, presentations, signage, and contributing creative ideas for audience engagement materials.
- Experience working effectively with internal teams (Marketing, Production, Membership) and external community partners to achieve successful event outcomes.

Key Functions:

Events Planning & Logistics Coordination

- Participate actively in KCPBS team meetings, technical rehearsals, and live events, representing the Events team.
- Manage vendor communications and coordinate logistics, including scheduling meetings, arranging catering, booking photography/videography, and sourcing event materials.
- Assist with maintaining and organizing event supplies, equipment inventory, and managing recommended vendor lists.
- Assist with building tours and walkthroughs for facility rental inquiries.
- Collaborate with Marketing Intern to ensure that all materials are in alignment

Event Execution & On-Site Support

- Provide essential on-site support during events, including setup, teardown, registering guests, vendor coordination, volunteer direction, and guest assistance.
- Create necessary digital assets, such as slideshows, music playlists, and simple graphics/signage for event use.
- Contribute creative and actionable ideas for event elements, including handouts, activities, speaker needs, educational components, decor, and signage.

- Support other event-related responsibilities as tasked, ensuring all events run smoothly and professionally.
- 15 – 20 hours per week
- The standard schedule will typically be Tuesday – Thursday (times are flexible).
- Some weekends & evenings will be required based on the event schedule and will be agreed upon in advance

Required Skills:

- Exceptional organizational skills and meticulous attention to detail.
- Strong verbal and written communication skills and demonstrated professionalism when interacting with vendors, staff, and event attendees.
- Action-oriented with a proactive approach to anticipating needs and problem-solving.
- Ability to manage multiple tasks simultaneously in a fast-paced environment.
- Experience using event platforms such as Eventbrite are preferred.
- Proficiency in scheduling software and basic presentation/design tools (e.g., PowerPoint/Keynote/Canva).

Required Education and Experience:

- Currently enrolled in college/university program is preferred.
- Must be interested in event planning, communications, marketing, hospitality, or a related field.
- Prior event or project management experience (professional, academic, or volunteer) is highly desirable.
- High School Diploma or GED equivalent is required.