

**Title**

Event Management Intern

**Organization**

The Stephen & Laurel Brown Foundation (Foundation/SLBF) serves the University of Wisconsin and Madison communities by leading Christian thought and formation to shape today's pluralistic university. We gather communities, educate for formation, and produce scholarship within the university context for greater Christian impact. SLBF comprises five initiatives: Upper House Commons, The Lumen Center (TLC), New College Madison, Upper House Fellows Program, and STUD|O. The Foundation includes two physical properties: Upper House – based in University Square in the heart of the University of Wisconsin–Madison campus, and Dottie's Ranch – a retreat center located 15 miles outside Madison. Upper House is a member of the Consortium of Christian Study Centers.

**Position**

The Event Management Intern—a part-time position averaging 9-15 hours per week—reports to the Director of Upper House Commons and assists in four areas of the Foundation's work: (1) Contributing to the Upper House Commons Team, (2) Serving as Event Producer for specified Foundation events, (3) Hosting external group gatherings in the Upper House space, and (4) Participating in weekly meetings with the intern team and supervisor(s), designed for professional and spiritual development.

## Responsibilities

### 1. Upper House Commons Team Member

- Assist Director of Upper House Commons in event-planning logistics, such as creating speaker itineraries, crafting transcripts for on-stage hosts, drafting event descriptions and communication, processing event feedback, etc.
- Participate in Upper House Commons Team meeting to learn full event lifecycle—from idea generation and audience analysis to communications, speaker preparation, and day-of execution.
- Participate in the Student Advisory Council—helping Upper House Commons engage undergraduate and graduate students.

### 2. Event Producer

- Serve as liaison between Upper House Commons Team and other Foundation teams (Hospitality and Tech) in preparation for Foundation events—confirming speaker food and travel, creating production timelines, etc.
- Serve as Event Producer for specified Foundation events—hosting the speaker, supporting the event curator, collaborating with Hospitality and Tech staff, directing guests, and making sure the event details are running smoothly.

### 3. Hosting & Supporting External Groups

- Facilitate the setup and reset of the physical space, food, and technology for external group reservations.
- Be available to direct guests and answer questions during external group reservations.
- Serve as primary Foundation representative, assuming responsibility of the physical space and guest safety.

### 4. Professional and Spiritual Development

- Meet with Upper House Intern Team and Intern Supervisor(s) once per week to build team dynamics, review previous programs, prepare for upcoming programs, and discuss spiritual development reading assignment.
- Meet once per week with supervisor (Director of Technology & Media) for training and planning, to execute on Responsibilities 1-3 listed above.

## **Qualifications**

Other important qualifications include:

- Commitment to the Lordship of Jesus Christ and a high level of spiritual maturity.
- Heart for communicating the gospel to the university community.
- Eager to learn about event production from concept to execution.
- Detail-oriented, relational, and proactive.
- Strong interpersonal skills.
- Strong leadership skills, including maturity, humility, responsibility, and initiative.
- Flexible schedule.