



# THE BITE OF OREGON

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Benefiting  
 **Special Olympics**  
Oregon

## Special Event Operations Assistant Intern Bite of Oregon

**Position Available:** 1

**Compensation:** Performance-based stipend awarded at end of internship

**Duration:** April – August 16, 2013

**Hours:** Hours will vary on the individual's schedule, but will roughly be as follows:

April: 10 hours per week

May: 10 – 15 hours per week

June: 10 – 20 hours per week

July: 20 hours per week

August: 20 - 30 hours per week

Event: All hours

**Company Overview:** Special Olympics Oregon is a non-profit organization serving thousands of Oregonians with intellectual disabilities through year-round sports and various education programs.

**Event Overview:** The Bite of Oregon, held on the Tom McCall Waterfront Park, is a culinary-focused event bringing in over 50,000 attendees over the three days in which it is held. The Bite of Oregon, one of Special Olympics' major fund-raiser events will celebrate its 30<sup>th</sup> birthday in 2013. Please go to [www.biteoforegon.com](http://www.biteoforegon.com) for more information on this event.

### Other Special Olympics Events include:

- Winter Games
- Summer Games
- Fall Games
- Polar Plunge
- Breakfast of Champions
- Governor's Gold Awards

For more information on Special Olympics Oregon, visit [www.soor.org](http://www.soor.org)

Interested students must submit the following:

1. Current resume
2. 250 word essay addressing the following questions:
  - a. Why are you seeking an internship at Special Olympics Oregon?
  - b. What areas of the internship interest you the most?
  - c. What do you hope to gain from this internship?
  - d. Briefly describe your knowledge of Special Olympics Oregon and the Bite of Oregon
3. Writing sample that displays your writing abilities (1-4 pages)

Responsibilities include but are not limited to:

### PRE-EVENT

- Assist GM's in acting as a professional and prominent spokesperson for all facets of operations for the Bite of Oregon.
- Negotiate contracts for rental equipment with various vendors, striving for the best quality product for the most competitive pricing.

- Work with Operations GM to create timeline ensuring all aspects of production are covered, while balancing sponsor and vendor account management.
- Work with the Police, Fire, and Health Departments ensuring that the permitting process is successful.
- Produce up to date, comprehensive maps and forms to gather information for the support of all participants.
- Work closely with event contractors to get the proper utilities to all vendors.
- Interact with all Bite staff (permanent and temporary) to ensure a successful and profitable event.
- Continually research new products, and seek out better ways to produce the event with the goal of providing a top quality production for vendors and attendees.
- Always be cognizant of costs, and look for ways to reduce overhead without compromising the quality of our event.
- Advance show with all vendors to clarify gas and power needs, move in times, and all other operational questionnaire items.
- Update event service orders daily to reflect vendor orders, as well as other operational changes.
- Perform advance site surveys with vendors and other clients to educate and inform of safety and operational challenges.

#### **DURING EVENT**

- Assist with all operations during the event, and troubleshoot operational challenges while monitoring radio traffic.
- Establish a working relationship with all security personnel to monitor potential problems before they arise.
- Patrol the venue interacting with vendors and participants, ensuring that all needs are met and everything is in working order.
- Assign specific duties to the “operational crew”, and oversee fulfillment of tasks.
- Monitor all services and vendors to insure performance and quality and make tracking notes of all faulty services for later re-negotiation and overall event improvements.

#### **POST EVENT**

- Strike events and restore venue.
- Return all rented equipment and restore all warehouse goods.
- Scrutinize all bills pertaining to operations and correct if necessary.
- Write recaps after each event evaluating all operations. Explore ways to strengthen the weak areas, and devise strategies to improve the overall event.
- Brainstorm new ideas and concepts that may increase revenue.
- Draft thank you letters to all vendors to create honest dialogue for better service and rates in the future.

This internship opportunity will allow you to network and interact within the industry, learn about the event world, hone your written and verbal communication skills, provide you with a strong foundation and an impressive portfolio.

For more information, please contact:  
Bjorn Estlund at [bestlund@soor.org](mailto:bestlund@soor.org). No phone calls, please.