



## About Us

[Conscious Universe Productions Incorporated](#) with offices in St. Paul, Minnesota and Denver, Colorado is a cooperatively run and community owned Radio, Television, Internet, and Live Event Production and Management Public Benefit Corporation with the sole purpose of insuring that grassroots related, community enhancing, and independent productions with the purpose of expanding human consciousness become a reality.

Certified to meet rigorous standards of social and environmental performance, accountability, and transparency, the team of content creators, educators, writers, digital artists, animators, filmmakers, designers, event experts and other production related professionals band together to engage the mission of reviewing potential media projects to deem them necessary for the public to experience.

CUP sanctioned projects are presented to different independent producers who work to ensure that some piece of initial media is produced to represent the project's core while largely remaining in the hands of the creators.

## Position Description

Event Logistics Interns assist with the management and coordination of small and large events associated with CUP facilitated media projects. Under the guidance of Task Coordinators from our Providence Team, they will handle all aspects of events related to project promotion and crowdfunding efforts including scheduling, scouting, booking, site negotiations, and site operations.

### ***Responsibilities:***

- Assist Providence and other Teams with event planning and development
- Create and implement processes associated with events
- Work with Providence and other Teams to market project related events
- Coordinate and manage event volunteers
- Attend Providence and appropriate other Team meetings to share and gain information relative to events

### ***Desired Skills and Experience:***

- Basic understanding of event planning and implementation
- Some experience working with Teams
- Experience with negotiating rates and other aspects of events



- Familiarity with event processes such as ticketing, security, staging, lighting, and other logistics
- Good professionalism, verbal, written, listening and communication skills
- Well organized with strong time management skills and must be detail oriented
- Possess a cell phone, transportation, and personal computer

All Internships are joint ventures between Conscious Universe Productions and [Brian Hewlett LLC](#), KEW Entertainment, and The Shroom Garden Universe. For more information contact us at: [interns@consciousuniverseproductions.com](mailto:interns@consciousuniverseproductions.com)