

***Allegheny County Office of Special Events  
Seasonal Positions/Internships***

The Office of Special Events serves as the focal point for county events and cultural programming. Selected applicants will assist in planning, preparing and overseeing the prestigious Allegheny County Summer Concert Series as well as our Movies in the Park series, Hay Day events and the annual Allegheny County Green & Innovations Festival.

Position requirements include strong communications skills (written and verbal), the ability to work in a fast-paced environment, reliable transportation, and a flexible schedule, including nights and weekends.

The work activities of this position include: performing light clerical work, assisting in planning and promoting special events, assisting in seeking and processing sponsorship for special events and programs, assisting in set-up and tear-down of special events, enforcing rules and regulations at special events, assisting the manager with day-to-day operations of the Office of Special Events, and performing related duties as assigned.

Interested applicants should have obtained or be seeking a degree in Communications, Government, Political Science, or Business, and must be MS Office proficient, extremely reliable, organized, and interested in the arts.

This is a paid position and may also be available for college credit.

E-mail resume to:

**Bill Deasy**

Special Events Manager

Allegheny County Office of Special Events

412-350-3790

[Bill.Deasy@alleghenycounty.us](mailto:Bill.Deasy@alleghenycounty.us)