

## **Sakura Matsuri Intern**

This internship position is offered during the Winter-Spring, Summer, and Fall Semesters. Duties can vary depending on the time of year, and the list below is intended to give a general idea of the task focus depending on the time of year of the internship:

### **Summer Semester:**

- Assist with post-Matsuri inventory and repacking.
- Review and organize survey data for noticeable comments and organize these for Matsuri management to consider.
- • Sends out and reviews all other evaluation reports and festival reports from Chairs, Sub-chairs, Sponsors, Participants, and record them
- Other duties as assigned.

### **Fall Semester:**

- Assist with research into new participants/performers for the following year's Matsuri.
- Work with Festival Director and/or Manager to update participant guidelines and applications for the following year's Matsuri.
- Other duties as assigned.

**Winter/Spring Semester:** This internship is during the busiest time of the year, as the Sakura Matsuri takes place in early/mid April. Additionally, this internship extends into early May to assist with immediate wrap-up tasks.

### **Before the Sakura Matsuri**

- Assist the Matsuri Management Team with ongoing projects such as specialty research, drafting, and assisting with the updating of the Matsuri's app which serves as the festival guide.
- Become acquainted with all the Chairs of the Subcommittees
- Assist Festival Director and Festival Manager in creating the Festival Program

### **During the Sakura Matsuri**

- Must be on-site for both full days at the Matsuri and be ready to cover key roles as directed by the Festival Director.
- Maintains team-focus throughout the festival and lead and support Chairs in maintaining a pleasant working environment.
- Should be well-prepared to aid any festival area when needed and be available on the walkie-talkie for any inquiries from Logistics/Subcommittee Chairs.
- Understands all emergency procedures and where to direct emergencies.
- Represents JASWDC in a positive way!
- Other duties as assigned.