

Internship Program Packet

Foundation Management & Pro-Productions is a client centric, special events, and charitable foundation management company known for attention to detail and commitment to providing a smooth and effective synchronization with our clients. We specialize in assisting high profile charitable organizations, with developing and executing comprehensive fundraising and awareness campaigns. Every client deserves the whole package, and we are dedicated to supporting every mission to the greatest of our abilities.

Our clients include the Bourque Family Foundation, Boston Celtics Shamrock Foundation, The Greg Hill Foundation, 1st Lt. Derek Hines Soldiers Assistance Fund, Revere Beach Partnership, Boston Police Foundation, Heather Abbott Foundation, The Shawn Thornton Foundation, and more.

The FMP Internship Program is designed to supplement students' education outside of the classroom with hands-on experiences in the event production and non-profit industries. We work with students to identify their interests and provide them with individualized, experiential education.

Responsibilities

- Assist with event planning and execution
- Research potential sponsors for events
- Contact local businesses for donations for various events
- Social media marketing development
- Update media contact list
- Write and distribute media advisories and press releases
- Maintain inventory of donations and memorabilia
- Help with office organization

Skills Needed:

- Detail-oriented and strong organizational skills
- Professional demeanor
- Excellent written and verbal communication skills
- Working knowledge of MS Office and database management
- Strong interpersonal skills
- Ability to work in a team environment while also able to work independently

To apply, please email resume and cover letter to kirsten@fmpproductions.com