



Greenpop

JOIN THE TREEEVOLUTION

**GREENPOP TREE PLANTING
JOB DESCRIPTION
Events Production Intern (5 weeks)**

Job Title

Greenpop Events Production Intern

Reporting to

Greenpop Events Manager

Role essence

An experience-based hands-on role, you will be helping create the [Reforest Fest 2024](#), Greenpop's annual tree planting celebration where over 1000 people come together to plant thousands of trees, attend talks and workshops, celebrate with live music and delicious food over Easter Weekend 29 March- 1 April 2024.

You will get to plant trees, however this role is for a motivated, highly organised and dedicated individual with lots of stamina. You enjoy methodical and detailed work with great communication skills, and also do not mind getting your hands dirty - to aid the creation of a seamless and spectacular event.

You will be assisting key areas in the production of the event. You will spend the majority of your time managing logistics and driving leading up to the event, and will be working closely with a dynamic and experienced events team in an extremely fast-paced, highly communicative environment.

The role is a mixture of remote, office and on-site. You will be joining the team at the venue Bodhi Khaya Nature Retreat from 23 March - 3 April, in a camping environment and you will be living in nature and in a tight-knit community. The hours can be very long and tiring during the event setup and weekend itself, but it's incredibly rewarding and thrilling to be a part of a fast-paced environment for the betterment of our planet.

RESPONSIBILITIES AND TASKS

You will work with Greenpop's CEO and Events Manager and Production Assistant in planning and preparing for Greenpop's [Reforest Fest 2024](#):

- Event planning and coordination in the lead-up to the event
- On-site event management during the event
- Managing logistics, collections, and returns (sponsored goods)
- Shopping
- Producing and following packing lists
- Festival build
- Driving a loaded bakkie

The following experience and skills would be ideal, if you don't match all of them - do apply anyway, we need many different skills to pull off this event.

- Interest in environmental work but extensive knowledge not essential
- Excellent multitasking and time management
- Willing to work occasional evenings and weekends
- Willing to travel for events
- Happy to camp from 23 March - 3 April 2024 at the festival site
- Self-motivated and self-starter - role is partly remote
- Able to multi-task and work across multiple documents and platforms
- Comfortable with Google Sheets, Docs, Slides, Google Mail
- Good written and verbal communication skills in English
- Exceptional attention to detail
- Team player with great inter-personal skills
- Grit

Other requirements:

- Excellent driving skills, comfortable driving a loaded bakkie
- Able to travel and work outside normal working hours when necessary
- Valid drivers license
- Own laptop preferable
- Based in Cape Town, hybrid work environment

Greenpop as a whole

- Do your best to embody and promote the Greenpop ethos and cause
- Assist where needed at other Greenpop events such as eco-hub open days, school groups

HOURS, OUTCOMES & REMUNERATION

Hours

26 February 2024 - 5 April 2024 (5 weeks)

Mon - Fri 9am - 4pm expect when on-site, longer hours and weekends required

Based in Cape Town, hybrid work environment

On-site at Reforest Fest 23 March - 3 April 2024

Outcomes

- Experience working in a core event production team
- Aiding the creation of an event that will plant 5000+ trees
- Experience working in a dynamic, fast-paced environment
- Reference letter working at (probably) the biggest tree planting festival in Africa
- Experience working for an award winning organisation

Remuneration

This is an unpaid internship. Data and airtime will be reimbursed. On-site at Reforest Fest 23rd March - 3 April 2024, expenses paid

To apply, please fill in this form before 1 December 2023: <https://bit.ly/HardwareInternRFF24>