



Event Marketing Internship with The Great Reno Balloon Race

About GRBR: The Great Reno Balloon Race (GRBR) is the world's largest free hot-air ballooning event, floating into the hearts and minds of Reno's visitors and locals alike for the past 44 years. With upwards of 100 balloons and 150,000+ in attendance each year, the event is a permanent fixture in Reno's September skyline. GRBR is a nonprofit organization that offers free admission due to its sponsorship and community support.

About the Internship: Internship with The Great Reno Balloon Race offers hands-on experience in event marketing, communications and nonprofit event operations. Intern will work closely with the event coordinator and executive director, gaining practical skills in marketing, public relations, community outreach, volunteerism, sponsorship coordination and onsite event management.

This role is ideal for a proactive, detail-oriented individual who thrives in fast-paced environments, communicates professionally, and enjoys community-driven events.

Responsibilities include, but are not limited to:

- Research and fact-checking
- Meeting attendance and participation
- PR & Marketing Support
 - TikTok Strategy and Content Development
 - Content writing for newsletters, social media and digital guidebook
 - General social media management and scheduling
 - Light graphic design work in Canva
 - Social media engagement during the event (responding to comments & DMs)
- Project management support (like sponsorship deliverables, timeline tracking)
- Event logistics assistance (like vendor communication, event flow support, on-site event management, stage-hand tasks)

Tentative Time Commitment:

- Internship runs June 1 to September 13, 2026
- Required events include, but are not limited to:
 - July 24 for Summer Media Flight
 - September 10-13 for GRBR event
- 4-10 hours per week, depending on meetings and workload
 - Event week (*September 8-13, 2026*) will range from 25-32 hours and will include early mornings