**Events/Hospitality/Sales: Reports to Sales and Events Manager**

Applications are due **Sunday, August 28 at 11:59 PM**. Fall 2022 interns will begin the week of September 6.

Applicants should email their resume as an attachment (PDF or Word doc) to careers@spmoh.org and include their desired track name (or names) in the subject line (Ex. Marketing Intern – John Doe Application if applying to one or Archives & Collections Intern / Curatorial/Exhibits Intern Jane Doe Applications if applying to multiple tracks. Please note you can only complete 1 track).

All interns will receive hands-on experience, learning opportunities, portfolio materials, opportunities to meet with Board members (many of whom are prominent members of the community), free admission for 2 to a walking tour during the internship program time period (with reservations) and a free student membership at the successful conclusion of the internship program.

**Overview:** Event management internship tasks include planning, promotion, logistics, client relations, and on-the-day support. Having experience and a perspective is an invaluable asset in the field of events, and will set you apart from other graduates.

Will gain Skills and Knowledge:

* customer service skills
* to be thorough and pay attention to detail
* the ability to accept criticism and work well under pressure
* the ability to work well with others
* to be flexible and open to change
* leadership skills
* excellent verbal communication skills
* math skills
* to be able to use a computer and the main software packages competently

**Day-to-day tasks:**

* assist in tasks such as booking venue rentals and day-to-event coordination
* discuss what type of event a client wants
* draft a plans, follow timelines and meet deadlines
* shadow management when booking caterers and vendors
* work wedding expos
* follow health, safety and insurance regulations
* research and development
* Organize clients files and save to shared drive on computer

**Projects/Assignments:**

* come up with original ideas for events
* research venues, contacts and suppliers and track pricing
* assist with the design of publicity material to promote events
* build relationships with outside vendors, organizations and event planners

**Requirements:**

Will work in an office, our venue space, trade shows, and private parties. Your working environment may be physically active and you may travel.