
Events Internship

Reports To: Marketing/Public Relations Director, Events Coordinator
Department: Marketing

JOB SUMMARY

This position facilitates the proficient operation of the Edison & Ford Winter Estates Events and Site Rental by performing the following functions: data base entry, telephone, email, fax, filing correspondence, forms, work orders. Excellent communications skills, must like working with people, team player. Ability to work self-directed on various aspects of the position and report activities regularly to Marketing Director and Events Coordinator.

ESSENTIAL JOB RESPONSIBILITIES

- Excellent computer skills to include Microsoft Office and basic data entry experience
- Experience with computer network - internet, websites and email
- Support the Events Coordinator with Estates weddings, corporate events, meetings and special events
- Assist with management and implementation of Estates site rentals
- Assist in creation and distribution of Estates promotional materials
- Attend trade shows and community partner meetings
- Ability to work a regular schedule
- Meet with potential clients and perform site looks
- Assist in maintaining Estates site facility calendar
- Complete a daily log/diary of work accomplished
- Assist Marketing and Events departments as needed
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Must be a student at an accredited four year college or university with degree emphasis on Hospitality Management
- Able to operate basic office equipment safely and efficiently

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Occasionally required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk and hear
- The intern must occasionally lift or move up to 20 pounds
- Contact with internal and external customer, vendors, outside agencies and the general public
- Occasionally exposed to adverse weather conditions, including wet and or humid conditions

By signing below, the intern acknowledges receipt of this job description:

Signature _____

Date _____