



Event Coordinator Internship – Summer

Internship Description

The Horizon Convention Center seeks a dynamic individual to aid in the coordination and implementation of events for this prominent hospitality entity. The Event Coordinator Intern will assist the Event Managers with the details associated with events, i.e. wedding receptions, rehearsal dinners, retirement parties and social dinners. The individual is responsible for successful coordination of assigned events within the facility. Must possess motivation, flexibility, dependability and willingness to work irregular hours in a fast paced-environment.

Hours: Flexible work schedule – maximum 300 hours (15-week time span)

Salary: Unpaid

Potential to become a paid internship and continue into the fall semester if performance during summer exceeds expectations.

Required Qualifications

Applicant must be attending an accredited college or university with emphasis in hospitality/convention meeting industry.

Submitting Resume

Please email resume and cover letter to:

Amy Irving, Sales & Events Manager at airving@horizonconvention.com

Resumes must be received by April 15, 2010 in order to be eligible for Summer Internship Program.