



HORIZON CONVENTION CENTER

Event Planning Internship

Summary

Provide support for the Event Coordination Team at the Horizon Convention Center.

General Requirements

Applicant must:

- Attend an accredited college or university
- Work 10-20 hours per week for the semester (flexible on times)
- Expect to perform in the same professional manner as would an employee, exhibiting punctuality, appropriate conduct and proper office attire
- Have access to transportation (car preferred)
- Understand this is an unpaid internship

Essential Duties and Responsibilities

- Assist Sales & Event Coordinating staff with daily tasks, projects and clerical duties (main responsibility)
- Work side-by-side with Event Managers during events to ensure all client expectations are met or exceeded
- Assist Event Coordinators/Managers and Event Services in set-up and decorating of events
- Assist Event Coordinators/Managers in final review of room sets prior to event to ensure HCC standards are met or exceeded
- Prepare nametags, materials, gift bags, seating cards, menu cards; drink tickets, etc., as needed for events
- Assist in ordering and researching items for events from vendors (i.e., flowers, linens, gobos, candles, etc.) and procuring pricing
- Provide clerical assistance to other HCC management staff as needed
- Run errands and shop for items required for events
- Work some nights, weekends and holidays with Manager on Duty to oversee all aspects of event

Qualifications

- Excellent communication skills, including writing and proofreading skills
- Excellent interpersonal skills, both in person and by phone, displaying assertiveness when required
- Strong attention to detail and organization skills
- Strong desire to provide excellent customer service and the patience and professionalism to handle difficult situation with clients
- Ability to manage multiple projects and work on assignments from a variety of staff members
- Ability to prioritize projects and tasks assigned
- Ability to accomplish projects with minimal supervision
- Self-motivated to learn all aspects of business and seek out additional opportunities to learn
- Ability to work under pressure during events and in preparation of events
- Flexibility, with strong ability to multi-task
- Ability to be a team player and work well with others from all departments

Internship Focus

- 60% working with Event Coordination Team
- 20% working with Event Services
- 10% working with Kitchen Personnel
- 10% working with Food & Beverage Manager

Computer Skills

Proficient using the latest versions of Microsoft Office programs, email and web searches

Physical Demands

Interns may be required to do light lifting, pushing and pulling of light equipment on carts and working in a kneeling position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Deadlines

All internship applications must be submitted two to four weeks prior to start of semester. Please submit resume, cover letter and application to:

Joni Roysdon
Sales and Events Assistant/HR Navigator
Horizon Convention Center
401 S. High St.
Muncie, IN 47305

Or email to jbeymer@horizonconvention.com