



Position Title: Sales & Hospitality Services Intern

Supervisor: Traci Franzone, Director of Sales & Business Development

Purpose: To Assist the Sales & Hospitality Services Department with the everyday operation of Business Generation, Planning and Execution of Events

Hours & Duration of Internship: As assigned by University Requirements

Position Summary: The Sales & Hospitality Services Intern will act in an "assistant" role to the Sales & Hospitality Services Department for the entire operation of the meeting and event rental venues.

Responsibilities:

- Taking Incoming Leads and qualifying the information, checking availability of space
- Performing Site Inspections
- Calling (by phone) area companies and organizations to generate interest in SFP for meetings and events
- Assisting the Sales Manager as needed with contracts and generation of documents
- Assisting with establishing SOP's
- Assist with detailing of events and ensuring that all timelines are being met on the day of event
- Arranging pre-opening site inspections for Preferred Caterer's, Vendors, Event Managers/Wedding Planners, etc.
- Overseeing the move-in of facility supplies and equipment (chairs/tables/etc.)

Requirements/Qualifications:

- Experience with Microsoft Office (excel, word, powerpoint)
- Previous event/group sales, banquets, catering experience (preferred - not required)
- Ability to schedule and coordinate projects
- Strong organizational skills
- Strong communication and people skills
- Ability to work in fast paced environment
- Ability to meet with team, access needs and complete tasks
- Driver's license & personal vehicle

To apply, students should fill out the online form found at this site:
www.shelbyfarmspark.org/internship-opportunities.