

SUMMER INTERNSHIP

Marketing & Events Internship National Underground Railroad Freedom Center, Private Events Department

With spectacular river views, soaring architecture, and the highest-quality food and beverage service, the Freedom Center is one of the region's most in-demand venues for private and special events.

The Private events department seeks a detail-oriented, organized, and reliable student summer intern to carry-out the following duties:

- ◇ Coordinate and assist in the creation of social networking materials to attract corporate, bridal, and family reunion business
- ◇ Assist with various administrative tasks in an office environment with private event manager
- ◇ Support staff with the coordination and execution of private events

The ideal candidate is an individual who desires a career in the event planning industry. This person should be an independent thinker with a can-do attitude, who works well in a team and autonomously depending on the task. Excellent written and verbal communication skills are a must. Proficiency in Microsoft Office is required. Preference will be given to students in their junior or senior year.

This is an unpaid internship requiring 10-20 hours of work per week for one academic semester or equivalent. Student will earn academic credit based on university requirements and guidelines. Student will be expected to work some evenings and weekends based on business needs.

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The Freedom Center is an equal opportunity employer.