



## External Announcement – Internship Opportunity

**Internship Title:** Sales and Event Coordination Internship

**Internship Location:** Grant Humphreys Mansion, Denver, CO

*This position is unpaid. Qualified candidates may receive academic credit through their college of university.*

**Apply By:** January 15, 2019

**Start Date:** February 2019, TBD by schedule of intern

**Desired Schedule:** Interns are expected to work 4-6 hours during the week and up to 6-8 hours on Saturdays \*not every weekend but as needed.

### **Broad Scope of Position:**

The Grant Humphreys Mansion provides a variety of events including weddings, corporate parties, proms, and team building meetings. The selected intern will have exposure to all types of events and have a great chance to experience the hospitality industry and how real clients think and behave. This internship will provide exposure to event management from the ground up with a focus on sales. During the internship, the intern will learn how to manage weekly open houses for potential clients including providing tours of the space, answering questions, and assisting potential clients in imagining the perfect event at the mansion. The intern will learn how to lead by setting up the mansion to create an inviting atmosphere for potential clients, excite interest in clients, and provide follow up after tours to book events at the Grant Humphreys Mansion.

Intern will gain real life experience with sales and event management for a future career as a wedding planner, event planner, marketing positions, and/or management or sales positions. Working real life weddings will enable students to see the positive and challenging aspects of wedding planning and event management. The student will leave with a new understanding of what it takes to put an event together and how to effectively use exceptional customer service skills to thrive in the hospitality field.

### **Desired Skills/Academic Field of Study:**

- Current Undergraduate and Graduate Students Hospitality, Sales, or Marketing preferred.
- Detail oriented
- Friendly and customer service focused skills are a must

**To Apply for this Position:** Submit a resume and cover letter detailing any past experience with event management, sales, or marketing or desire to learn these skills to Director of Volunteer Engagement Emily Dobish, emily.dobish@state.co.us. \*\*A condition of employment is the successful completion of a background check.