**Special Events Internship**

**Job Description:**

An internship in our special events department consists of daily event planning and multitasking as many as 12 events per day with a small team under the management of a senior staff member. They will be able to help plan and implement activities which includes set up, facilitating from behind the scenes and making each event unique and special. They will learn how to do purchasing and budgeting for the events and scheduling events based on the venues we have around camp. They will be encouraged to think out of the box to make each event bigger and better than before and be part of brainstorming meetings where we make our events come to life. It is a very hands on job that requires some lifting to set up and take down and excellent multitasking skills.

**Detailed Weekly Agenda/Outline**

**Week One**

* Tour and check of facilities
* Train on lighting, sound, AV and rooms set ups
* Review event schedule
* Review forms of communication, policies and procedures
* Inventory review and completion of purchase orders

**Week Two**

* Detailed review of each event
* Review of event budgets
* Assist with execution of an on-site weekend wedding with over 250 guests.
* **Week Three**
* Ordering supplies
* Inventorying supplies
* Preparing special food orders for events
* Assisting with the implementation of an 8 day staff orientation
* **Week Four (Through week 12)**
* Meeting with a divisional representative to plan and execute their event needs
* Setting up and facilitating events
* Attend biweekly large team meetings and daily morning meetings with events team
* Develop and print promotional flyers for the events to pass out to the group prior to their event
* Conduct 2 reviews per person with the assistance of the supervisor (week 6 and 9)
* Continually updating the events calendar to reschedule rained out activities

**Week 13**

* Complete an end of summer inventory
* Set next year’s budget