



## Job Posting

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<b>Job Title:</b>	Events Internship	<b>Department:</b>	Events	<b>Reports to:</b>	Event Sales Manager
<b>Position Type:</b>	Part-time	<b>Eligible for Benefits:</b>	No	<b>Schedule:</b>	Varies
<b>Post Date:</b>	1/30/2012	<b>Close Date:</b>	2/5/2012	<b>Start Date:</b>	ASAP

## Job Description

*Job Title: Events Internship*

**Exempt:** N/A  
**Salary Level:** \$1000 stipend over three months  
**Shift:** Varies  
**Department:** Events  
**Reports to:** Event Sales Manager

### Summary:

The Leonardo is Utah's new science, tech, and art center looking to engage an intern who wants to learn all aspects of event venue sales and hospitality. This intern will work closely with the Community Relations and Event Sales Manager and receive an insider's perspective on learning and selling Salt Lake City's newest event space. Specific responsibilities will include interacting one-on-one with potential clients, gaining valuable research skills related to prospect identification and administrative experience in the form of correspondence and coordination of the calendar with all departments. The right candidate will be energetic, curious and eager to make a difference in building an important part of the business model of The Leonardo.

### Essential Duties and Responsibilities:

- Give tours of The Leonardo event space to potential clients
- Respond to online inquiries
- Draft correspondence
- Create and distribute way finding signage and promotional materials in advance of events
- General office duties

**Hours:** Monday – Friday part time, plus attendance to meetings and events as requested.

**Compensation:** \$1000 stipend (payable over three months)

### Knowledge, Skill and Abilities:

- Interns should be punctual, painfully responsible, rigorously detail-oriented, insatiably curious and enthusiastic.
- Professionalism: Cordial demeanor, friendly personality, and attentive to physical appearance & tidiness of surroundings.
- Strong customer service background preferred
- Proficient in Microsoft Office applications: Word (with mail merge), Excel, PowerPoint, Outlook
- Detail oriented and possesses excellent business writing & typing skills
- Possess a high degree of energy, initiative and integrity
- Be able to prioritize, manage multiple projects simultaneously, and follow through on issues in a timely manner

### Training and Experience Requirements:

- High School Diploma
- Must be currently enrolled in college and pursuing an associates and/or undergraduate degree in hospitality, marketing, or business-related field.

### To apply:

Please send a cover letter, resume, two professional references, and any relevant portfolio material to Chris Davies, [cdavies@theleonardo.org](mailto:cdavies@theleonardo.org), before February 5, 2012. No telephone calls, please. The Leonardo is an equal-opportunity employer for all persons without regard to sex, race, religion, color, national origin, age, physical, mental or educational disability, sexual orientation, and/or status as a veteran.