



**Our Vision:**

The Kauffman Center for the Performing Arts’ vision is to enrich the lives of everyone in our community through extraordinary and diverse performing arts experiences.

**Facility Sales and Events Intern:**

The Kauffman Center for the Performing Arts is seeking an enthusiastic, qualified individual to join the events and catering team for a fall internship (preferred September – December, 2015). This individual will learn to manage events of all sizes in the midst of a busy production schedule. Our intern should be prepared to work in a fast-paced environment and will finish the internship having gained broad experience in various aspects of event sales, planning, catering and hospitality.

**The right candidate:**

- Can commit to a minimum of twenty hours per week during the course of the internship with some flexibility for select evening events;
- Is flexible, dependable, detail-oriented, self-starting, and has a cheerful disposition;
- Strong organizational and time management skills, ability to work on multiple projects;
- Has strong written and verbal communication skills with confidence in interpersonal interaction;
- Proficient in: Microsoft Office, database management, social media.

**Preference is given to candidates who meet the following criteria:**

- Is enrolled in or has completed a college degree in Hospitality, Sales, or Venue Management;
- Has previous work experience in the fields of sales, hospitality, events, or catering;

**Responsibilities:**

- Directly work and collaborate with the Sales Manager for Special Events and facility team;
- Assist in responding to event inquires;
- Communicate via email and phone to answer questions from potential and current clients;
- Help to plan, organize and execute events;
- Other administrative duties as assigned.

**Compensation:**

This is an unpaid internship but staff is happy to help arrange for course credit.

**Application process:**

Please email your 1-page resume to: Lisa Voss at [lvoss@kauffmancenter.org](mailto:lvoss@kauffmancenter.org). No phone calls, please. On your resume, be sure to include why you want the position, relevant experience, computer skills, and three professional references. References will be checked and interviews will be conducted.

<b>ORGANIZATIONAL VALUES</b>			
<b>Own it, get it solved</b>	<b>Aim for excellence</b>	<b>Be enthusiastic</b>	<b>Act with respect</b>
<ul style="list-style-type: none"> <li>■ Integrity</li> <li>■ Honest communication</li> <li>■ Transparency</li> <li>■ Trustworthy</li> <li>■ Responsible</li> </ul>	<ul style="list-style-type: none"> <li>■ Striving to improve or meet a standard of excellence</li> <li>■ Motivated</li> </ul>	<ul style="list-style-type: none"> <li>■ Flexible</li> <li>■ Fun</li> <li>■ Embraces new ideas</li> </ul>	<ul style="list-style-type: none"> <li>■ Service</li> <li>■ Considerate of others</li> <li>■ Treat others with dignity and care</li> <li>■ Work toward shared goals</li> </ul>