



Position	Events Intern
Classification	Full-time, Seasonal, Non-Benefit Eligible
Reports to	Director of Events
Supervises	None
Salary or Hourly	Hourly

Job Summary:

The Events Intern is a working hourly position responsible for assisting with the planning, design and execution of events at Bay Harbor Yacht Club.

Job Duties:

- Assist in planning and executing weddings, fundraisers and member events
- Produce contracts, Banquet Event Orders and invoices
- Monitor and Update budgets
- Create design and decor concepts and products for events such as menus, table numbers, place cards, etc.
- Present information to all departments concerning upcoming events during weekly meetings
- Track and record club inventory
- Participate regularly as banquet captain during events to lead food and beverage service
- Assist in inter-department activities
- Practice communication with current and potential clients through phone, email and site visits
- Update, track, and create processes and procedures to ensure optimal service and organization
- Maintain up-to-date event folders and documents
- Perform other duties as assigned

Education and/or Experience:

- 3-6 months previous experience in Events or related field required
- High School Diploma or equivalent required; Graduated or working towards college degree preferred

Job Competencies:

- Ability to work in a fast-paced environment
- Strong organizational skills to prioritize work activities required
- Strong interpersonal skills required when working with clients, coworkers, and members
- Working knowledge of Event management software
- Excellent written and verbal communication skills
- A "can do" positive attitude and eagerness to learn
- Ability to make quick, last minute decisions when necessary

Working Conditions:

Work will generally be performed in both indoor and outdoor environments. Temperatures can range from 100+ F to 32 F, and there may be exposure to loud noises and sustained elements. Working schedule

is generally 50 hours per week, with some holidays, weekends and travel required. Must have the ability to lift up to 30 lbs. as required. Some long (4+ hours) periods of standing, walking, and pushing/pulling movements may be required.