



## Year-Round Internship Projects

### Hospitality

#### Hospitality Internship

ArtsQuest is looking for students who are passionate about event planning, tourism, customer service, and hospitality to fill our year-round Hospitality Internship. ArtsQuest will provide great hands on experience for students in the field of study of Hospitality and Tourism Management. The student will work closely with our Vice President of Hospitality in creating relationships with corporations, alumni associations, tour operators and social organizations to encourage them to utilize all of ArtsQuest's unique facilities.

Responsibilities may include:

- Assist with scheduling and preparation of ArtsQuest events
- Accompany Hospitality Department staff on client meetings
- Provide on-site customer assistance at events
- Planning set up and lay out of weddings, dinners, meet-ups, and more
- Customer communication
- Other tasks may be assigned as deemed necessary

Qualifications:

- Excellent communication skills
- Previous experience in a customer service oriented role
- Previous internship experience dealing with event planning is preferred
- Ability to work independently, set goals, and accomplish them
- Knowledge of Microsoft Excel, Word, and Outlook is a plus
- Interns are expected to work between 16-24 hours per week
- The ability to receive college credit for this internship is preferred but not required

The internships listed above are generally available year-round except where noted. If you are interested in one or more of the internships listed above, please follow the **Application Instructions, Selection Process and Timelines** and **FAQ's** posted on our website at [www.artsquest.org/info/internships](http://www.artsquest.org/info/internships) for all the details for qualifying and applying.