



Washington State Convention Center Public Facilities District Event Services Internship

Position Description Summary

Department: Event Services

Supervisor: Director of Event Services

Hourly Wage: \$15.00

Washington State Convention Center is the premier destination for meetings and events in the Pacific Northwest. With over 30 years of operating experience, we are excited to invite students to intern with our dynamic team of industry professionals. Students will gain insight into all aspects of the convention business from our philosophy of sales to the execution of a major event.

Timeline and Schedule:

- Summer (June to August); Flexible start and end times depending on intern's availability
- Up to 25 hours a week
- Required work schedule during normal business hours Monday-Friday

Internship Structure:

- **Experiential Learning (~70%):** Interns perform entry level tasks (*outlined below*) and shadow department professionals during meetings, site visits and events.
- **Independent Project (~20%):** Interns will design and carry out an independent project for their department. Projects are presented to Executive leadership and department staff at the end of the internship.
- **Informational Interviewing (~5%):** Interns will interview internal staff and external partners to gain understanding of the Events Industry while building their professional network.
- **Structured Learning and 1:1 Coaching (~5%):** Interns will complete Leadership and Professional development workshops to support their experiential learning. In addition to department supervisors, interns will have 1:1 career coaching weekly throughout the experience.

The following is a summary of the general nature and level of work performed by the staff member in this position. This description is not designed to contain, or be interpreted as, a comprehensive inventory of all duties and responsibilities. Other duties may be assigned.

Event Services

- Work with Event Managers to gain knowledge of the facility layout, room diagrams, crowd flow, rules and regulations to assist staff with site tours, planning meetings and other event activities.
- Complete special projects in an area of event management, rules and regulations, financial tracking, staffing, event coordination, crowd management, transportation management or facility safety.
- Perform administrative tasks that support the development of event strategies including organizing, typing, data entry, proofreading, copying, collating and filing materials.
- Prepare reports, presentation materials and enter data into the event and signage management systems.

Qualifications

Applicants must be currently enrolled and working toward a bachelor's or associate's degree at an accredited college. Hospitality and Tourism majors and minors preferred.

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Skills

This position requires the ability to:

- Research and communicate findings in a clear manner
- Maintain data and information through attention to detail and a commitment to accuracy
- Proficiently use Microsoft Office including Word and Excel
- Work well in a team setting as well as independently with minimal direction
- Read and interpret documents such as safety rules, operating and procedure manuals, event schedules, set-up worksheets and floor plans.
- Write simple correspondence
- Communicate effectively with co-workers, guests and clients

Application Process

- This position will be open for application until Monday March 4th 2019.
- Select applicants will be invited for an interview in Mid-March.
- To apply please submit the following:
 - Resume
 - Structured Questionnaire (*see next page*)

Submit applications by email to jobs@wscc.com

Incomplete applications may not be reviewed.

Please Note:

- The final hiring process involves employment reference checks and a criminal background check.
- If accommodations are required to complete the application and/or interview process, please contact Human Resources at (206) 694-5038.

Washington State Convention Center is an Equal Opportunity Employer



Washington State Convention Center Public Facilities District Structured Questionnaire- Event Services Internship

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Please submit your brief answers to the following questions in addition to your Resume and a complete Application for Employment to jobs@wscc.com.

1. WSCC is a mission-driven organization where every role contributes to the overall success of the company. Please explain why you want to work for Washington State Convention Center in the role of Events Intern.
2. WSCC works with stakeholders across the hospitality industry. As such, customer service for internal and external partners is the cornerstone of any role with the center. Please describe your approach to customer service.
3. Learning about WSCC operations and the industry at-large is an essential component of the WSCC internship. The ideal intern has a passion for events, facilities and hospitality. Please explain how an Internship with WSCC will contribute to your educational and professional goals.