



Job Description

Title	Special Events Intern
Location	Centennial Terrace and Quarry / Sylvania Sports and Exhibition Center
Job Summary	The Events Intern assists in the planning, implementation, execution, and follow-up of events occurring at Centennial Terrace and Quarry and Sylvania Sports and Exhibition Center.
Supervision	The Events Intern will report to the Venue and Special Events Manager and Special Events Coordinator.
Key Responsibilities	<ul style="list-style-type: none">- Assist with planning, delivery, and implementation of event.- Act as additional point of contact with client to plan and implement all aspects of event through conclusion.- Assist in ascertaining clients' requirements for setup, security, etc.- Communicate event requirements to appropriate departments when necessary.- Assist in preparing cost estimates and monitoring final billings.- Act as "point person" for outside clients during scheduled events.- Other duties as required or assigned.
Compensation	Maximum of 40 hours per week depending on the season, with possible over-time. Wage increases are influenced by overall performance. Must be able to work on weekends, evenings and holidays.
Qualifications	<ol style="list-style-type: none">1. Must have a valid driver's license.2. Excellent communication and interpersonal skills with willingness to learn.3. The ability to handle multiple tasks simultaneously.4. Accuracy in performing assigned duties is essential.5. Working irregular hours and holidays is required as directed by event schedule.6. Good work ethic and ability to work without close supervision.7. Willingness to work in variety of weather conditions.

Please note, this job description is not designated to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

To apply online please visit www.playsylvania.com, or apply by email to bmeronk@playsylvania.com.