

Viansa Winery & Italian Marketplace

INTERNSHIP DESCRIPTION

Title: Intern
Dept: Special Events
Responsible to: Social and Corporate Events Manager

Job Summary:

Professional Internship designed to provide office and hands-on event support to the special events team. Quick integration as a member of the special events team is key and the ability to perform in a fast paced environment is crucial. This position includes duties that will assist the SE office in the planning and execution of all special events. In addition, the intern will be responsible for providing general support with all marketing, sales projects and material.

ESSENTIAL FUNCTIONS:

Job duties will include but not be restricted to:

EVENT PLANNING:

- Assist with coordination and execution of weddings, corporate functions, elopements, private dinners and winery group events
- Assist with development of site plan, oversee setup/break-down materials, management of labor needs by banquet staff and self
- Be able to complete tasks on event staff assignments with little supervision and in a timely matter
- Confirm rentals for every event and give day of instruction to delivery drivers and laborers
- Print event documents for staff every event and be able to understand and convey information in coordinator's absence
- Organize and purchase event supplies as needed

ADMINISTRATION AND MARKETING:

- Tracking of event inquiries, weekly site visits and contracts
- Update wedding detail sheets, floor plans, seating information and related data entry
- Expense reports and purchase orders for every event
- Place supply rental orders with vendors
- Produce marketing materials such as weekly wedding packets
- Become familiar with vendors, local businesses and industry professionals by attending industry events or doing local research
- Understand the sales, booking and execution process
- Computer Programs Utilized: MS Excel, MS Word, MS Outlook
- Conduct research over the Internet for various department needs and competitive surveys
- Handle correspondence via mail, e-mail, and fax

QUALIFICATIONS:

- College degree or enrolled in business or hospitality classes to pursue a degree
- Excellent customer service skills and phone etiquette
- Organized and detail-oriented
- Personable and professional
- Handle multiple projects, prioritize, and follow through on projects in a timely manner
- Ability to stay focused through multiple interruptions
- Ability to lift up to 40 pounds

- Skill requirements: Computer skills. Experience utilizing interpersonal relationship skills in handling contacts with discretion, tact and diplomacy. Numerical aptitude
- Language requirements: English language and professional communication skills are required.
- Attendance requirements: **Temporary, non-paid position** with varying weekly hours due to event schedule. Must be available to work weekends and evenings with occasional weekday evening events.

NOTE: This position provides growth opportunities to advance into a Special Events Coordinator position.

Please e-mail cover letter and resume to:

Viansa Winery and Marketplace

jobs@viansa.com

No phone calls please