



National World War I Museum and Memorial Intern Program Area: Hospitality and Events

Intern Position: Hospitality and Events Intern

Reports To: Corporate Events Sales Manager

Program Summary: This is an unpaid internship program. This program will focus on providing the Community Events Intern the opportunity to learn multi-faceted event management techniques for corporate, private and community events under the guidance of the Corporate Events Sales Manager. The Hospitality and Events intern will assist guests to develop ideas and opportunities to create lasting impressions and unique experiences in a one-of-a-kind international museum setting. Interns in this position will learn customer relationship, data management, client confidentiality protocol, vendor acquisition management, volunteer coordination and event site design.

The intern is expected to embrace the National World War I Museum and Memorial's stated mission and core values and demonstrate support for them through professional interactions and performance of their intern duties.

Schedule: Flexible based on availability.

Areas of Concentration:

- CRM data input and analysis proficiency.
- Confidence in comprehensive event site design strategy and execution.
- Recognition of interdepartmental value propositions.
- Convention and visitor partnership development.

Preferred Experiences/Aptitudes:

- Enrollment in accredited hospitality management/event marketing program.
- Ability to devote at least 16 hours a week to learning the specifics of event management in tourism/attraction industry.
- Enthusiasm for designing high quality event experiences.
- Ability to prioritize through urgent /important matrix.
- Aptitude for Customer Relationship Management.
- Interest in history highly preferred.