



External Announcement – Internship Opportunity

Internship Title: Sales and Event Coordination Internship

Internship Location: Grant Humphreys Mansion, Denver, CO

Compensation: This position is unpaid. Qualified candidates may receive academic credit through their college of university.

Apply By: Open until filled

Start Date: TBD by schedule of intern

Desired Schedule: 4 – 8 hours per week, more if desired. Saturdays and Sundays preferred. Hours per week are flexible.

Broad Scope of Position: The Grant Humphreys Mansion provides a variety of events including weddings, corporate parties, proms, and team building meetings. The selected intern will have exposure to all types of events and have a great chance to experience the hospitality industry and how real clients think and behave. This internship will provide exposure to event management from the ground up with a focus on sales. During the internship, the intern will learn how to manage weekly open houses for potential clients at the Grant Humphreys Mansion including providing tours of the space, answering questions, and assisting potential clients in imagining the perfect event at the mansion. The intern will learn how to lead by setting up the mansion to create an inviting atmosphere for potential clients, excite interest in clients, and provide follow up after tours to book events at the Grant Humphreys Mansion.

The internship will help the student to start thinking critically about the logistics of event management without the pressure of handling an event as well as giving the student the opportunity to meet with several vendors in the industry. The student will also have the opportunity, if desired, to assist with event management once they have developed an understanding of the program. This is a great way to exercise marketing and salesmanship skills vital in the event industry, and to think on one's feet and find creative solutions to event issues and concerns.

Through this internship, the student will learn and apply marketing and salesmanship skills from an expert in the field, obtain experience working with real clients and managing their needs, strengthen customer service skills, marketing skills and overall salesmanship, and get an introduction to the hospitality industry from the ground up.

Desired Skills/Academic Field of Study:

- Event Management, Hospitality, Catering, Marketing, Sales or related field
- Ability to multi task

- Ability to work independently with minimal supervision

To Apply for this Position: Submit a resume and cover letter expressing specific skills that would make you an ideal candidate for this position to Manager of Volunteer Services Emily Dobish, emily.dobish@state.co.us.

**A condition of employment is the successful completion of a background check.