



Thank you for your interest in serving as an intern with the Horizon Convention Center.

The Horizon Convention Center is committed to extending hospitality internship opportunities and partnering with regional educational institutions, in order to give real-world experience in our day-to-day operations.

Internships are available in food & beverage and event planning. We book a large variety of events from conventions, banquets, and bridal receptions to trade shows, concerts, and sporting events. Often we host multiple events that encompass all available space.

With business principles based on the highest service standards, we pride ourselves on being the premier meeting facility in East Central Indiana. The Horizon Convention Center has been open since 1988, with a major expansion in 1996. We are currently looking forward to the construction of a new hotel and parking garage and will be breaking ground in the near future. It's an exciting time at the Horizon Convention Center, and we would love for you to be a part of it. We look forward to hearing from you.

Melissa Riggle
Director of Sales



EVENT PLANNING INTERNSHIP APPLICATION

Name: _____
FIRST M.I. LAST

Phone: (_____) _____ Email: _____
AREA CODE NUMBER

Mailing Address: _____
NUMBER STREET APT.

CITY STATE ZIP

University / College: _____

Internship Instructor's Name: _____

Internship Instructor's Email: _____

Internship Hour Requirements: _____ GPA: _____

List Pre-Requisite Courses Required by Your Institution:

List Internship Assignments Required by Your Institution:

What would you like to get out of your internship experience?

Signature: _____ Date: _____

(Please attach resume with cover letter and Horizon Convention Center application packet)



HORIZON CONVENTION CENTER

Event Planning Internship

Summary

Provide support for the Event Managers and Director of Events and Administration at the Horizon Convention Center.

General Requirements

Applicant must

- Attend an accredited college or university
- Work 10-20 hours per week for the semester (flexible on times)
- Expect to perform in the same professional manner as would an employee, exhibiting punctuality, appropriate conduct and proper office attire
- Have access to transportation (car preferred)
- Understand that this is an unpaid internship

Essential Duties and Responsibilities

- Work with Sales & Event Coordinating staff with daily tasks, projects and clerical duties (main responsibility)
- Work side-by-side with Event Managers during events to ensure all client expectations are met or exceeded
- Assist Event Managers and Event Services in set-up and decorating of events
- Assist Event Managers in final review of room sets prior to event to ensure HCC standards are met or exceeded
- Prepare nametags, materials, gift bags, seating cards, menu cards, drink tickets, etc., as needed for events
- Assist in ordering and researching items for events from vendors (i.e., flowers, linens, gobos, candles, etc.) and procuring pricing
- Provide clerical assistance to other HCC management staff as needed
- Run errands and shop for items required for events
- Work some nights, weekends and holidays with Manager on Duty to oversee all aspects of event

Qualifications

- Excellent communication skills, including writing and proofreading skills
- Excellent interpersonal skills, both in person and by phone, displaying assertiveness when required
- Sharp attention to details and strong organization skills
- Strong desire to provide excellent customer service and the patience and professionalism to handle difficult situation with clients
- Ability to manage multiple projects and work assignments from a variety of staff members
- Ability to prioritize projects and tasks assigned according to event deadlines
- Ability to accomplish projects with minimal supervision
- Self-motivated to learn all aspects of business and seek out additional opportunities to learn
- Ability to work under pressure during events and in preparation of events
- Flexibility, with strong ability to multi-task
- Ability to be a team player, working well with others from all departments

Internship Focus

- 60% working with Event Managers
- 20% working with Event Services
- 10% working with Kitchen Personnel
- 10% working with Food & Beverage Manager

Computer Skills

Proficient using the latest versions of Microsoft Office programs, email and web searches

Physical Demands

Interns may be required to do light lifting, pushing and pulling of light equipment on carts and working in a kneeling position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Deadlines

All internship applications must be submitted four weeks prior to start of semester. Please submit resume, cover letter and application to:

Linda Mawhorr
Sales & Event Manager
Horizon Convention Center
401 S. High St.
Muncie, IN 47305

or email to LMawhorr@horizonconvention.com