



## Job Description

**Job Title:** Event Services/Operations Intern

**Reports To:** Director of Events and Set Up Manager

**Department:** Executive

**Supervises:** N/A

**FLSA Status:** Non-Exempt

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**POSITION SUMMARY:** This position is responsible for observing and assisting the leadership team. General responsibilities may include: Work with Events Services, Event Set-up and Operations.

**ESSENTIAL FUNCTIONS:** *This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the primary job elements.*

### **DUTIES AND RESPONSIBILITIES:**

1. Assist in all aspects of planning events, working with clients, event coordination, and event set up.
2. Participate in meetings with MMG staff to collaborate on special projects and initiatives.
3. Shadow Department Managers works with the Director of Event Services on events as assigned.
4. Work with the Event Set-Up Manager to prepare for and set up events, assists with equipment organization and inventory.
5. Perform other duties as assigned or directed.

## QUALIFICATIONS:

**Education:** Currently Enrolled in Marketing, Communications, or Sports/Business Management Program

**Experience:** Minimum of Two (2) years of increasingly responsible marketing experience for a convention center, performing arts facility, hotel or other public assembly facility. Prior sports and entertainment industry experience preferred. The Marketing Intern should have a strong knowledge of marketing communications including advertising, public relations and special event management.

**Licenses or Certificates:**

- Possession of, or ability to obtain a valid driver's license

## SUPERVISORY RESPONSIBILITIES:

- N/A

## KNOWLEDGE, SKILLS & ABILITIES:

- Excellent verbal and written communication skills.
- Maintain an effective working relationship with employees and others encountered through Demonstrate creativity.
- Demonstrate ability to thrive in a challenging and fun environment with many unknowns and changing objectives.
- Demonstrate project management skills to develop and execute multiple projects simultaneously to meet overlapping deadlines.
- Demonstrate above average organizational, problem solving, and decision-making skills.
- Demonstrate strong verbal and written communication and presentation skills.
- Operate standard office equipment and personal computer(s) using Microsoft Office.

## PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Requires ability to work flexible hours, including nights, weekends and holidays, in addition to normal business hours.



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Physical Demands: Requires physical work involving standing, walking for long periods, and lifting, exerting up to 50 pounds of force on a regular basis; and some dexterity in operating office equipment.

Unavoidable Hazards: The position is exposed to no unusual environmental hazards.

Sensory (ADA) Requirements: The position requires normal visual acuity and field of vision, hearing and speaking abilities.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

*MMG is an Equal Opportunity/ Affirmative Action Employer, we will consider applicants for all positions without regard to race, color, religion, national origin or ancestry, sex, age (40+), disability, veteran status, or any other legally protected status under local, state, or federal law.*