

Hospitality & Special Assignments Intern

Beyond Monumental

Beyond Monumental is seeking dedicated college students searching for a unique fall semester internship experience in event coordination as it relates to sport, event, tourism and not-for-profit management. We are looking for a Hospitality Intern to assist with the continued development and growth of the Monumental and Health and Fitness Expo and improve the overall participant experience in Indianapolis. The Hospitality Intern will assist with the coordination of the Health and Fitness Expo, development and distribution of visitor information, event records, committee meetings, and other responsibilities assigned by the Executive Director, Event Operations Manager and Beyond Monumental Staff. The ideal candidate is a self-starter, prepared to handle a wide range of duties relating to hosting visiting groups on event weekend and all related preparations.

Responsibilities:

1. Develop a hospitality strategy to ensure each participant has a “Monumental Experience”;
2. Assist in the coordination of the two-day Monumental Health and Fitness Expo and serve as host for an array of special groups (running clubs, not-for-profits, VIP’s, etc.);
3. Assist with development of Race Weekend Guide, Fan Pass and Virtual Event Bag, highlighting “Cheer Zones” and relevant on-course entertainment;
4. Assist in developing and executing a distribution strategy of event specific materials to downtown businesses;
5. Assist in managing and implementing Ask Me and #IMM Help service learning projects with IUPUI service learning classes;
6. Other participant experience and event related duties as assigned.

Requirements:

All eligible applicants must currently be enrolled in an undergraduate or graduate program with a minimum of 60 hours of course work completed before the start of the 2017 fall semester. Excellent oral and written communication skills; ability to manage several projects simultaneously; proficient in Microsoft Word, Excel, and Outlook; and a dedicated, energetic work ethic are required for the position. Interns must be prepared to perform physical labor, able to lift 50 pounds, work outside regardless of weather conditions and be able to provide their own transportation and computer.

Location:

The internship will take place at the Beyond Monumental office, 202 E. Market St., Indianapolis, IN. “Field Work” at Beyond Monumental will take place at various locations throughout Indianapolis.

Time Commitment & Compensation:

Candidates are expected to commit 10 to 20 hours per week throughout the internship, July 30th – November 30th. Participation and support of the Indianapolis Half Marathon, October 5th & 6th, and the CNO Financial Indianapolis Monumental Marathon event weekend is a necessity, November 1st – 3rd, 2018. Beyond Monumental realizes that candidates may have additional school and job constraints; these conflicts will be addressed on a case-by-case basis. Students will have flexibility in setting their in-office schedules. This is a volunteer position but is eligible for course credit (pre-approve with university representative and Beyond Monumental Executive Director).

Application Process:

To apply, please submit cover letter, resume, and three references via email to Casey Collins, Community Outreach Manager, at casey@beyondmonumental.org Please apply by Friday, April 20th, 2018.