



Opening Date: 03/01/2018

Closing Date: 04/02/2018

Vacancy Announcement #14-18 **STRIVE Internship**

SALARY: \$12.50/Hourly

DC RESIDENTS PREFERRED

EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

SUMMARY DESCRIPTION

The STRIVE intern will perform entry level professional duties. Events DC will provide the opportunity for professional training in diverse Divisions within the organization. The intern will perform assigned duties and acquire knowledge of methods, procedures processes, best practices and standards required for successful performance. Assignments serve to offer practical experience and broad exposure to the hospitality/convention management industry. Intern will learn what it takes to manage, run and maintain a large convention facility from a behind the scenes perspective. A wide range of college majors are considered based on the specific needs of the participating divisions, to include: Sports Management, Marketing & Communications, Event Management, Hospitality, Public Relations, Human Resources and Public Safety. At the end of the internship, interns are expected to communicate in the form of a presentation to Executive Leadership their experience and the knowledge gained over the 10-week duration of the internship.

EXAMPLES OF WORK ASSIGNED

The duties listed below are intended only as illustrations/examples of the various projects that may be performed and assigned. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical in assignment.

Sports & Entertainment Division Intern

- Assist Event Manager(s) with Sports & Entertainment events occurring at the various event venues.
- Draft media and other relevant correspondence.
- Assist with the set-up, execution and breakdown events.

Communications & Marketing Division Intern

- Draft communications materials including but not limited to press releases, e-mail, newsletters and event case studies.
- Update internal documents tracking editorial calendars of local and trade publications, and media contacts.
- Produce content for Events DC's social media channels. Content will range from promotion of Events DC's events and/or sponsorships, creating and executing campaigns to drive followers and engagement in specific channels.
- Promote the Events DC brand during events and programs across the District of Columbia.
- Assist in media outreach tactics, press material and media list development.
- Assist with managing internal "Events DC" newsletter.
- Attendance at events to assist as needed.

Event Management Intern

- Support and work in tandem with the Event Management team to plan and execute events
- Keep event files organized and up-to-date
- Provide on-site support at events as required
- Administrative tasks include but not limited to: use of event management software (CNET, Social Tables), filing of electronic and hard copy documentation
- Internal projects as requested
- Other related and relevant duties as assigned

Public Safety Division Intern

- Work closely with the Public Safety team to support facility activities
- Conduct site tours with Secret Service in preparation for onsite presence of local and national dignitaries
- Work in the Public Safety Command Center to assist with the management event flow and internal security issues
- Liaise with Contract Security, Metropolitan Police Department, DC Department of Transportation (Ddot), Regional Transit entities, and similar external entities
- Assist with the planning and execution of Dignitary Protection and VIP Movement
- Assist with security Building Inspections

Human Resources Division Intern

- Work closely with the Employee Engagement Specialist to plan and execute internal Human Resources sponsored (employee) events.
- Assist with the creation of marketing campaigns internal employee events sponsored by the Human Resources Division
- Order catering for Human Resources sponsored events.
- Create and main registration sheets for events.
- Attend all internal employee events to assist as needed
- Perform administrative responsibilities in conjunction with Employee Engagement activities

SKILLS, KNOWLEDGE AND ABILITIES

- Excellent writing, proofreading and editing skills.
- Ability to express ideas and convey information effectively, both orally and in writing.
- Attention to detail
- Capacity to work autonomously and as a team player.
- Knack for working effectively with all levels of staff and diverse customer base.
- Presentation is neat and professional appearance.

- Ability to work a flexible schedule, including possibly evenings, nights and weekends. (Typical work week will be days.

ADA ESSENTIAL FUNCTIONS

- Ability to read and write instructions, directions, letters, memos and other written materials.

MINIMUM QUALIFICATIONS

- Undergraduate college student.
- Microsoft Office proficiency.
- Excellent interpersonal, and communication skills.
- Excellent customer service skills.

DESIREABLE/PREFERRED QUALIFICATIONS

- Experience, knowledge or interest in the eSports arena
- Majors: Sports Management, Communications, Event Management, Hospitality, Public Relations, Technology or related field

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Labor and Contractor Office (Access Control) at 1116
7th Street NW Monday – Tuesday and Friday – 7:00 a.m. – 11 a.m.
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.