



Opening Date: 2/19/2020  
Closing Date: Open Until Filled

**Vacancy Announcement #42-20**  
**STRIVE Intern – Convention Management**  
**(Strengthening Talents & Rewarding Interns with a Valuable Experience)**

**SALARY: \$15.00 per hour**

**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 providing the opportunity for professional training in various departments. The intern will perform assigned duties to acquire knowledge of methods, procedures and standards required for successful performance. Assignments serve to offer practical experience and broad exposure to the hospitality industry. A wide range of college majors are considered based on specific needs of department such as: Sports Management, Communications, Event Management, Hospitality, and Public Relations. At the end of the internship all interns will have to present a presentation to Executive Leadership detailing their experience over the duration of the internship.

**EXAMPLES OF WORK ASSIGNED**

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

The Convention Management Department STRIVE Intern will assist and work with the department as follows:

- Work with Convention Management's staff in order to understand the operations of the department.
- Work with Event Managers which includes shadowing and supporting events.

- May participate and assist with tours of the facilities and pre-planning site meetings to help determine the needs of a potential event.
- Help to prepare schedules and meeting room specifications illustrating requirements.
- Support Event Managers with diagrams and production of event resume.
- Will be assigned event(s) and projects(s) to manage during the internship.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Excellent command of the English language, with good writing, proofreading and editing skills.
- Ability to express ideas and convey information effectively, both orally and in writing.
- Ability to work independently and as a team player.
- Ability to work effectively with all levels of staff and a wide customer base.
- Ability to demonstrate a pleasant, neat and professional appearance.
- Ability to work a flexible schedule. (Typical work week will be days.)
- Ability to work evenings, nights, and weekends with advance notice.

### **ADA ESSENTIAL FUNCTIONS**

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

### **MINIMUM QUALIFICATIONS**

- Undergraduate college student.
- PC, and Microsoft Office proficiency.
- Excellent interpersonal, and communication skills.
- Ability to work independently and as a team.
- Excellent customer service skills.

**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. – 11a.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.**