Event & Sales Intern Position

Summary
SF Event Venues, San Francisco’s premiere event venue management company, is looking for an Intern to learn and assist the Event’s Department to coordinate and execute private events within a team environment as directed by the Event Managers and Sales Team. Hospitality major, Tourism major, or experience preferred.

Types of Events
• Weddings (Ceremonies & Receptions)
• Large & Small Corporate Events
• Corporate Meetings
• Conferences
• Social Events
• Trade Shows
• Public Events
• Winery Event

Duties include but are not limited to:
• Office Administrative duties: answering phones, managing Salesforce, sending out e-mail templates to potential clients
• Assisting the sales department in site visits
• Assisting Event Managers with Floor Plans, BEO’s, scheduling vendor load in and load out times, and scheduling Event Staff
• Assist in day-of event logistics and on-site operations
• Assist Event Staff with set-up and breakdown of events
• Attend networking events

Requirements:
• Must have the ability to work days, evenings, and weekends
• Commitment 3-6 month Internship
• Must have the ability to be on feet for extended period of time and lift up to 20 pounds
• Strong attention to detail but also flexible and customer focused
• Good telephone, interpersonal, and written communication skills
- Ability to work independently and within a team environment
- Confidence in making decisions that will continue successful event progression and make course corrections to ensure superior customer satisfaction
- Ability to multi-task effectively in a fast-paced environment
- Must have knowledge in Microsoft Office, Excel, and Outlook

Hours may fluctuate from 24-40 hours/week depending upon schedule and season.

Please contact at events@sfeventvenues.com.