



CONVENTION COORDINATOR INTERNSHIP

INTERNATIONAL CONVENTION

Description

The Barbershop Harmony Society is looking for a qualified intern to join our convention team. Our events department produces an annual International Convention, and seeks an intern who can participate in various stages of event planning. During this internship, the student will assist the Director of Meetings & Conventions with various tasks relating to planning the BHS International Convention. Tasks include food & beverage menu planning, reception coordination, banquet event order completion, and on-site event management.

This intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in various aspects of marketing. Intern will coordinate planning for our international convention. Ideal program length is May 1st through July 31st.

Responsibilities

- Plan and execute multiple receptions as a part of the International Convention
- Assist the Director of Meetings & Conventions with various tasks and projects in preparation for the Convention
- Put together materials/packets for staff training purposes
- On-site coordination with the convention hotel and outside vendors during the event

Requirements

The Barbershop Harmony Society is looking for an undergraduate student with an interest in event planning. This person should have excellent verbal and written communication skills, with extensive knowledge of web and social media. PowerPoint, Word and Excel experience is a bonus, and will be considered when choosing the best applicant for this internship position.

Internship Outcomes

At the end of this internship, you will...

- Have an overall understanding of event planning and execution.
- Gain insight to the culture of a non-profit music association workplace
- Have experience completing tasks associated with planning a large-scale convention



Because this is an internship, you may discontinue the internship at any time for any reason, and the Barbershop Harmony Society may discontinue the internship for any reason not prohibited by law. There is no guarantee of continuous employment because of your volunteer work with us. As an intern, you will not be a company employee. Therefore, you will not receive a salary, wages, or other compensation. In addition, you will not be eligible for any of the employee benefits that company employees are entitled to, including, but not limited to, health insurance, vacation or sick leave, paid holidays, or participation in the BHS retirement plan. During your internship you may come across confidential business information. By accepting this internship offer, you acknowledge that you must adhere to our confidentiality policy. In addition, upon conclusion of your internship, you must return all company-owned property, equipment, and documents, including electronic mail or other information.

HOW TO APPLY

The Barbershop Harmony Society is pleased to offer a variety of internships to those wishing to experience the inside world of a not-for-profit business. Interested candidates are invited to submit a letter of interest and résumé. You must apply online to be considered. Résumés sent by email or mail are not considered applications.

Apply online: <http://barbershopharmonysociety.submittable.com/submit/54058>

Barbershop Harmony Society
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