



FREDERIK MEIJER Gardens & Sculpture Park

JOB POSTING – HOSPITALITY INTERN SUMMER 2020

Department: Hospitality

Pay Type: Hourly, Seasonal, Non-Exempt

Supervisor: Hospitality Sales Manager

Date Posted: February 10, 2020

Job Description:

The Hospitality Intern will learn to sell, plan, organize, and coordinate events and catering ranging from weddings, corporate, other social events, conferences and trade shows and the like. Will work in office and “on the floor”. Will learn to use hospitality software that includes event & catering management, accounting and diagramming. The Hospitality Intern will assist the department from origination to execution of events ensuring a quality experience for our guests by delivering outstanding customer service.

Essential Functions:

- Assist the Hospitality team in promotion and selling rental space including food/beverage sales
- Learn how to effectively build business relationships and communications with outside vendors
- Provide outstanding customer service to all guests, vendors, volunteers and employees
- Assist with event set-ups, catered services, vendor services, guest activities and Meijer Gardens’ emergency procedures
- Assist with all logistical activities for all events including outdoor and indoor wedding ceremonies around the facility, wedding receptions, social events, and corporate events such as conferences, trade shows, meetings and the like
- Assist and support the Hospitality Sales Manager, Assistant Manager, and Hospitality team as needed
- Provide a “Best in Class” experience for all rental guests and visitors
- Perform other duties as assigned by supervisors

Organizational Expectations:

- Embrace and adhere to Meijer Gardens’ mission, brand statement, operating model, policies, procedures, and guiding principles with a strong emphasis on professional behavior and the treatment of others with dignity and respect
- Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of employees, volunteers, members, and guests

Education and/or qualifications preferred:

- Must be highly motivated, pursuing an education in Hospitality/Tourism Management or Event Coordination
- Possess excellent interpersonal skills, professionalism, a positive attitude, willingness to learn and work a flexible schedule including nights weekends and holidays
- Must possess strong organizational and time management skills, can multi-task, follow through on all projects, be detail oriented, a team player and able to work independently but with direction
- Must have the ability to work in a fast-paced, multi-disciplinary environment comfortably and professionally
- Must be able to work effectively with other staff, guests, volunteers, vendors and management
- Possess a valid driver’s license that is in “good standing”

Working Conditions:

Ever changing fast-paced environment surrounded by creativity, natural settings, botanical gardens and sculpture. Very customer-oriented work, office work, floor coverage and communications. Must be able to lift 50 lbs. occasionally, assist with physical labor and be able to stand for extended periods of time. Because this industry is event driven, the Hospitality Intern must be flexible to work nights and weekends.

If you are interested in working for one of West Michigan’s premier cultural institutions and with a highly-motivated team... send your resume to hr@meijergardens.org or apply online at <http://www.meijergardens.org/contact/careers/>.

Frederik Meijer Gardens and Sculpture Park is an EOE.

All candidates are required to submit to our background and drug screening process.