

Bramblewood

Position Title: Venue Management & Event Planning Intern

Requirements: Candidates must be available to work Saturdays from June through October for between 3- 12 hours per Saturday. **Availability to work 80% of Saturdays from June through October is mandatory for this position.** Additional hours on select Fridays and Sundays may be available. Candidates must be enthusiastic, professional, self-motivated, reliable and people-oriented with excellent communication skills. Must be capable of work outdoors in all weather conditions, able to work long hours on feet and lift at least 30 lbs. Must be at least 16 years of age.

Preference is given to candidates who have completed or are in the process of completing a degree in any of the following fields: hospitality, business, management, communications, marketing

Duties and Responsibilities:

- Assist in the decorating of the barn reception space
- Assist in the prepping and decorating of the outdoor ceremony site
- Direct guests
- Direct vehicles to parking spots
- Drive golf cart shuttle for guests
- Assist Bride and Bridesmaids in bridal preparation area
- Complete various event set up and clean up duties
- Other duties as assigned

In addition to the responsibilities listed above, it is our goal to expose our interns to as much of our business as possible. Therefore, we offer "shadowing hours" for the following:

- Tours of the venue
- Rehearsal of ceremony
- Planning meetings with the bride & groom

Interns are given preference in all future career opportunities at Bramblewood. The purpose of this internship is to give a comprehensive view of all facets of venue operation and management in order to provide solid groundwork and excellent experience for a thriving career in hospitality & event planning.

This is a paid internship. Compensation based on experience and qualifications of the candidate.

Interested candidates should apply online at www.bramblewoodweddings.com/now-hiring

Questions? info@bramblewoodweddings.com or 724-350-0976.