

# Events & Facility Rental Intern

**INCUMBENT:** Vacant  
**REPORTS TO:** Sr. Sales Manager, Facility Rental  
**LOCATION:** Bowling Green, KY  
**STATUS:** Part-Time, Hourly, Temporary  
**DATE:** TBD



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## DESCRIPTION

The Events & Facility Rental Intern will assist with event coordination duties for external and internal scheduled events at the National Corvette Museum (NCM). This position will provide hands-on support to maintain event run-of-show to ensure events are executed successfully.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Respond to inquiries by phone and email regarding event registrations, facility rental inquiries, pricing, quantity limits, etc.
- Assist with coordinating logistics of events and facility rentals including preparation of materials, timelines and schedules, and event set-up and clean-up.
- Provide hands-on support and be a friendly face while greeting guests and answering questions they may have.
- Assist the facility rental sales team with prospecting new clients and networking.
- Work with the marketing team to promote NCM events and facility rentals through the NCM website and social media channels.

## EDUCATION/EXPERIENCE

- High School Diploma or equivalent required.
- Must be pursuing a college degree in hospitality, facility and event management, sales and marketing, business, or related field.

## QUALIFICATIONS

- Possess outstanding interpersonal and communication skills (written and verbal) for public speaking, email correspondence and phone conversations.
- Hands-on, energetic, forward thinking, and creative with high standards and professional image and demeanor.
- Well-organized, detail oriented, and customer service oriented with the ability to identify and resolve problems.
- Strong attention to detail, establishing priorities and meeting deadlines.
- Ability to prioritize multiple tasks and function in a team environment.
- Openness to continuing learning and upgrading of skills.
- Computer proficiency in Windows environment.

## ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to work at a desk for one or more hours at a time.
- Must have sufficient mobility to move around the Museum.
- Ability to lift and carry up to 25lbs.