

## **Pullman Chamber of Commerce Internship Opportunity**

### **Intern Title: Cabaret Intern**

#### **Overview**

Cabaret is the premier social and fundraising event in Pullman, WA. This annual dinner, dance and auction provides more than 35% of the yearly operating budget for the Pullman Chamber of Commerce. Through the continued support from individuals, local businesses, Washington State University, and Schweitzer Engineering Laboratories, Inc., the Pullman Chamber can continue to achieve its goals and mission, "To make Pullman a better place to live, work and do business."

This position will begin January 13<sup>th</sup> and run through April 6<sup>th</sup>. The intern will work five to ten hours a week leading up to the event. Hours may increase a few weeks prior to the event, depending upon work load. The intern will be required to work late on the night of March 23<sup>rd</sup> and for the duration of the event on March 24<sup>th</sup>, 2018.

This is a non-paid position. Hours are flexible around class schedules, school events, etc.

#### **Responsibilities**

- Assist with managing on-site production and clean-up from the event
- Prepare name tags, materials, notebooks, packages, gift bags, registration lists, seating cards, decorations, etc
- Data entry for the live and silent auctions
- Help with event promotion
- Help to solicit donations for the live and silent auctions
- Help manage social media and online promotions
- Help to brainstorm ideas to improve the event planning and implementation process
- Attend Cabaret Committee meetings regularly
- Other duties as assigned

#### **Qualifications**

- Pursuing a degree in Hospitality Business Management, Communications or related field
- Excellent communication skills—including writing, proof reading and speaking
- Ability to manage multiple projects and work assignments from a variety of staff and volunteers
- Excellent interpersonal skills, with high professionalism
- Ability to accomplish projects with little supervision
- Fantastic customer services, ethics and high expectations for quality
- Proficient use of Microsoft Word, Excel Publisher, email and general computer tasks

#### **How to Apply**

Please submit a resume and cover letter explaining your qualifications for this internship to:

[events@pullmanchamber.com](mailto:events@pullmanchamber.com)