

## Event & Facilities Internship

**Description** – The Arboretum Event Facility Intern will support the Arboretum Event Facility Manager in bringing private and corporate facility rental events to the Arboretum. The Arboretum is a self-support department and relies on facility rental revenue to help support the daily operations at the Arboretum. Interns will work with vendors, help schedule site visits, work with event setup, event detailing and client follow-up.

### **Responsibilities**

- Assist with event coordination from the sales process to day-of event.
- Research vendors and process necessary insurance, diagramming and scheduling, day-of coordination for events.
- Schedule site visits for sales manager.
- Schedule logistics for day-of event.
- Schedule event support as needed.
- Process the event start to finish including deposits, vendor monitoring and client follow-up.

**Availability** – This program is open for up to 2 student interns in the Fall, Spring and Summer semesters. CSUF students in any major from undergraduate to graduate level are eligible.

**Time Commitment** – Interns will work at least 8 hours per week for a total of 120 hours per semester. Interns may be asked to support events occurring on weekends.

### **Student Learning Objectives**

- Develop a complete understanding of the requirements for event coordination from the sales process, to day-of operations.
- Research vendors and process necessary insurance, diagramming and scheduling, day-of coordination of weddings, corporate events, university events, etc.
- Schedule site visits when needed for sales manager, and schedule day-of logistics.
- Develop content for event materials, update collateral materials, incentives, newsletters.
- Schedule personnel as needed across all functions of an event – including set-up / day-of coordinators / kitchen and audio-visual.
- Work with day-of event staff overseeing events working with clients to meet and exceed expectations for event.

**Application Process** – Register with the Center for Internships and Community Engagement. Provide the arboretum with a resume and cover letter explaining why you would like to participate in this internship program and what makes you a suitable candidate. Interns are responsible for arranging course credit with their adviser/department/college.