## **Convention Center Authority**

## **Position Title: Hospitality Intern Indicate Employee Type** Position #: Exempt Administration $\overline{\mathbf{v}}$ Non-Exempt O Sales/Marketing Salary Grade: CA 1 O Event & Guest Services Operations ☐ Full-Time **Effective Date:** O Finance & Administration □ Part-Time O Food & Beverage Services **Revision Date:** ☑ Seasonal POSITION SUMMARY: In a few sentences, briefly describe the primary function and purpose of position. Primarily under the direction of the Director of Events, this position will be responsible for various duties involved in the coordination and production of small, local, and/or short term business including meetings, banquets, special events, and public functions. This position will also be responsible for becoming familiar with functionality of a large Convention Center. PRINCIPAL POSITION RESPONSIBILITIES/DUTIES: Below is a list of major tasks beginning with the most important for which the position is responsible. Also included is the estimated percentage of time spent on performing the tasks. This is suggested, but not required for Exempt positions. **RESPONSIBILITIES/DUTIES** Assist the Event Managers and Event Coordinators with coordination and coverage of assigned events. Assist with the completion of Event Documents 3 Assists with follow ups on all client requests, concerns, and problems. Assists Event Managers and Event Coordinators with items required for event files Assists Event - Administrative Assistant with required duties. Attend Meetings as required. 7 Perform additional duties as assigned. 8 9 10 11 12

His. Diploma or SED preferred   Bachelor's Degree preferred   Contaction   Control   Contaction   Control   Contro					
Minimum Experience	Formal Education	✓	H.S. Diploma or GED preferred	☐ Bachelor's Degree preferred	
Minimum   Contributions   Direct   Di	(Minimum Required)		Vocational or Technical School required	☑ Education/Experience Equivalent	
Content of three years		П	Associate's Degree preferred	□ Other:	
Content of three years	<u>'</u>		· · · · · · · · · · · · · · · · · · ·		
Content of three years	Minimo		Mana	Insurant Contributors	
Decision Making   Chemic Number of Must be currently enrolled in a 4 year College Hospitality Management Program					
Other Must be currently enrolled in a 4 year College Hospitality Management Program	Experience			<del>-</del>	
Decision Making	(Minimum Required)				
Judgment/discretion to make independent decisions within guidelines		V	Other: Must be currently enrolled in a 4 year Col	ege Hospitality Management Program	
Judgment/discretion to make independent decisions within guidelines					
Judgment/discretion to make independent decisions within guidelines	Decision Making	V	Little independent judgment required		
Establish Policy & Procedures   Other:   Other:   Problem Solving   Problem Solving Solving   Problem Solving Solving   Problem Solving Solving   Problem Solving Solving Solving   Problem Solving So	_			ons within guidelines	
Other:   O	(		-		
Problem Solving   Choices defined in standard work procedures/policies   Choices   Choice					
Choices defined in standard work procedures/policies   Methods chosen before in similar situations   International analysis of diverse problems   Complex, varied and only mildly related to those seen before   Requires understanding/evaluation of impact upon the CCA   Other:			Other:		
Choices defined in standard work procedures/policies   Methods chosen before in similar situations   International analysis of diverse problems   Complex, varied and only mildly related to those seen before   Requires understanding/evaluation of impact upon the CCA   Other:	Droblem Celvina		Du reporting and/or talling to augusticar		
Choices defined in standard work procedures/policies					
Identification and analysis of diverse problems   Complex, varied and only mildly related to those seen before   Requires understanding/evaluation of impact upon the CCA   Other:      External Contacts   External communication is minimal   Regular contact with general public   External contacts involving difficult formal negotiations   Other:      Supervisory   Regular contact with diverse groups and organizations   Other:   Other:   Other:   Other:   Other:   Other		v	Choices defined in standard work procedures/pol	icies	
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Requires understanding/evaluation of impact upon the CCA Other:  External Contacts  External contacts implication is minimal Regular contact with general public External contacts involving difficult formal negotiations Effectively deal with diverse groups and organizations Other:  Supervisory Responsibility (I) Postal and securious event and securious experience period of any event related issues Supervisory Orient/train others; may act in a lead capacity Provide leadership/direction to staff on event related issues Supervise multiple functions, with full responsibility for effective operation & results Overall responsibility to provide direction and guidance Other: Number of Direct Reports: 0  Job-Related Basic skills in oral/written communication Knowledge Microsoft Word Administrative principles/practices (Computers) Microsoft Access Microsoft Access Microsoft Outlook Diffice, computer room Microsoft Outlook Diffice, computer room Service Areas High noise environment Physical Effort Diffice, computer room Service Areas High dust, dirt, grease environment Exposure to moving machinery Bending, crouching, stooping Using Power Tools Using Utility Carts Desposure to Mover Proplement Physical Desposure to Oustomers Required Using Using Power Tools Using Utility Carts			Complex, varied and only mildly related to those	seen before	
External Contacts   External communication is minimal   Regular contact with general public   External contacts involving difficult formal negotiations   Effectively deal with diverse groups and organizations   Other:    Supervisory   Responsibility   None   Authority limited to direction of temporary employees only   Orient/train others; may act in a lead capacity   Provide ladactship/direction to staff on event related issues   Supervise multiple functions, with full responsibility for effective operation & results   Overall responsibility to provide direction and guidance   Other:   Number of Direct Reports: 0    Job-Related   Basic skills in oral/written communication   Microsoft Publisher   AutoCad   Microsoft Excel   Financial Management   Administrative principles/practices   Computers   Other:   Microsoft Outlook   Other:   Other:   Working Conditions   Physical Effort   Other:   Other Tools   Other:   Other:					
Regular contacts involving difficult formal negotiations   Effectively deal with diverse groups and organizations   Other:   Other:					
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External contacts involving difficult formal negotiations   Effectively deal with diverse groups and organizations   Other:	External Contacts		External communication is minimal		
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### Computer room   High noise environment   Working Conditions   Working Conditions   High dust, dirt, grease environment   Service Areas   High Driver's License   Exposure to Customers   Requires Pre-employment Physical   Climbing ladders/scarflods   Using Polkt Using Porkfilt   Using Porkfilt   Using Polktilt   U	Responsibility		Authority limited to direction of temporary employ	ees only	
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Other: Number of Direct Reports: 0  Job-Related   Basic skills in oral/written communication   Microsoft Publisher   AutoCad   AutoCad   Financial Management   Administrative principles/practices   Computers   Other:					
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Microsoft Outlook		V		· · · ·	
Computer room					
WORKING CONDITIONS/PHYSICAL EFFORT: (Check all that apply)  Working Conditions Physical Effort  ☐ Typically sitting at a desk or table ☐ Lifting 11-25 lbs ☐ Service Areas ☐ High dust, dirt, grease environment ☐ Typically standing or walking ☐ Lifting 25 lbs or more ☐ Flexible work schedules ☐ Exposure to moving machinery ☐ Bending, crouching, stooping ☐ Using Power Tools ☐ Valid TN Driver's License ☐ Exposure to chemicals ☐ Running, climbing ☐ Using Pallet Jack ☐ Travel Required ☐ Outdoor exposure to weather ☐ Intermittently sitting/standing/walking ☐ Using Forklift ☐ Exposure to Customers ☐ Requires Pre-employment Physical ☐ Climbing ladders/scaffolds ☐ Using Forklift			Wild OSOIT OUTOOK		
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