



The Showroom, located in the heart of Downtown DC is a brand new event venue seeking enthusiastic, organized, and hard-working individuals that have a willingness to learn, the intuitive nature to suggest, and a passion for events life.

We foster a fun and low-stress working environment, yet we are aware that there is a fine line between a casual atmosphere and a lazy business. Our goal is to set, manage, and deliver on expectations... Exceeding those expectations only comes as a result of the positive environment we foster and promote. We are an owner operated company that finds success in operational ease, but recognize that it takes some hard work and commitment to solidify that foundation.

We are currently hiring for part-time, paid internships for the summer and fall, ultimately hoping to find someone to join our team full time down the line... While we are flexible with hours and able to work around class schedules, weekday and weekend availability is required. There are no regular hours, and the events industry has all sorts of odd days, nights, and times.

Below is a brief summary of the requirements, a general overview of the job description, and a short list of some of the perks that come with the position. We look forward to hearing from you.

Venue Management Intern

Requirements:

- Word, Excel, Powerpoint... Preferably Google Drive, Google Docs, Keynote, and google powered software.
- Presentable attire for event days
- Ability to lift up to 25 lbs
- Ability to work early days, late nights, weekends, and sometimes all of the above

The Description:

- Collecting and organizing documentation for contracted events in a timely and organized fashion. This will include, but not be limited to, signed contracts, floor plans, ROS, certificates of insurance, and vendor lists.
- Sending out advance emails to contracted clients as well as corresponding event memos to all respected parties
- Scheduling security, cleaning, and engineering. Working with staff to make sure supplies are stocked and resources are available when needed.
- Giving contracted clients and their vendors walkthroughs, answering questions about the space, and working with planners to make the most of their event.
- Responding to website leads and inquiries
- Work event days (sometimes overseeing event from beginning of load-in until the end of load-out)
- Organize event photos and help in creating marketing materials
- Marketing projects include working with artists and our team in creating ads for major publications, meeting ad deadlines, creating databases of potential clients for email campaigns, researching local associations, and occasionally attending meetings or social events

The Perks

- Work for a fun and energetic company looking to grow with you.
- Build relationships and network with some of the industry's leading businesses and individuals
- 24 hour gym, locker room, golf simulator, yoga room, and tons of good coffee.

If you are interested, please send us your resume along with a short explanation as to why you think you would be a good fit. Qualified candidates will be contacted to schedule an interview.

Email Resume and links to any events you have planned or handled on-site management for to:

Email: Sarah Hunt | sarah@theshowroomdc.com

Deadline for submission June 15th