



## **OVERTON PARK SHELL**

**Internships at The Overton Park Shell** are a way for talented college students to do more than interact with professionals in fields that interest them – our internships serve as gateways for students to partake in making the vision that we have for The Overton Park Shell a reality. Our mission is building community through free music and education, finding common ground in a diverse audience.

### **Title**

Hospitality Intern

### **Description**

The Hospitality Intern will assist the Operations Teams with their goal of maintaining a premier event venue at The Overton Park Shell. By acting in an assistant role and helping with the preparation and upkeep of event spaces as well as managing logistics of spaces on event days, the intern will be an integral piece of this team and their mission to offer high quality hospitality to our clients.

### **Major Areas of Responsibility**

Serve as caretaker of The Overton Park Shell throughout the calendar year relating to all areas of proactive facility maintenance including cleaning restrooms and all facilities.

Serve as the lead role for COVID-19 mitigation such as restrooms, lawn and facility cleaning protocols and ensuring entry protocol meets The Overton Park Shell Health Safety Guide.

Oversee the standard operating procedure for all areas of the concert operation from risk management (security), maintenance (waste management, facility clean-up), hospitality (set-ups and tear-downs), donor relations and revenue operations (retail and concessions)

Ensure that the facility is clean/tidy during the concert experience and during the day so that the Overton Park Shell exhibits a clean aesthetic at all times: all trash cans empty and all event props are organized and hidden from view around the facility.

Assist in the creation and upkeep of our Operations Manual and related policy

Assist the creation and implementation of a run of show for each concert

### **Desired Qualifications + Requirements**

Strong communication and people skills

Ability to meet with team, access needs and complete tasks

Driver's license & personal vehicle

### **Education + Experience**

Current college student with at least 2 years of college completed

Majors with coursework in event planning and/or hospitality a plus

### **Physical Demands + Working Environment**

Must be able to lift/move tables and chairs and assist with room setup and breakdown

**Hours + Duration of Internship**

Must be available approximately 20 hours per week; on afternoons and evenings of Thursday, Friday and Saturday concert days and an additional 1-2 days a week outside of concert days.

**To apply, visit [www.levittshell.org/job-openings](http://www.levittshell.org/job-openings).**