



Event Coordination Intern  
College Station, TX

Wind Dancer Retreat is seeking eager and hardworking individuals who are interested in the exciting world of event coordination! Applicants must be goal-oriented, ambitious and ready to learn. This internship is hands on, and will allow students to learn all about the environment, culture, and daily life of event coordination.

This amazing opportunity will take place late August until December 2017! You will gain valuable experience by participating in Wind Dancer Retreat's ongoing projects and events. Such events will include, but are not limited to: weddings, corporate events, retreats, and sorority/fraternity functions.

#### Responsibilities Include:

- Contacting Clients associated vendors for their event
- Assist clients, vendors and guests at events
- Creating wedding day timelines and vendor documents
- Assisting with venue tours
- Marketing of Wind Dancer Retreat to the Brazos Community
- Choreographing wedding ceremony and grand entrances/exits
- Collaborating with the Wind Dancer Retreat Coordinator to set up wedding ceremony and reception spaces
- Collaborating with the Wind Dancer Retreat Coordinator to set up for corporate events, retreats and other functions as needed

#### Weekly time requirement:

Interns should anticipate working 6-20 hours per week, depending on the event schedule.

#### Compensation:

The internship provides opportunity for compensation, dependent upon the venue's event schedule and the intern's number of events worked for that month.

### Application Deadline

All documents must be completed and emailed to Lisa-Michelle Hurrey at [lisahurrey@gmail.com](mailto:lisahurrey@gmail.com) by Wednesday, April 19th. Please include a current copy of your resume when emailing your application.

### Applicant's Basic Information

Full Name:

Phone Number:

Email Address:

University Currently Attending:

Major:

Classification:

Freshman                  Sophomore                  Junior                  Senior

Expected Graduation Date:

Supplemental Questions - Please answer the following questions with a "Yes" or "No" response.

1. Do you have a reliable source of transportation? Yes/No
2. Are you available to work some weekends? Yes/No
3. Do you have proficiency with Word and Excel with ability to demonstrate word processing and spreadsheet experience? Yes/No

Open Ended Questionnaire - Please answer the following open ended questions to the best of your ability.

1. Why are you interested in interning for Wind Dancer Retreat?

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2. Please list any academic and extracurricular organizations/clubs you are involved in. What time commitment is required?

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3. How would you assess your writing and communication skills?

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4. What are your current career goals?

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5. Describe your experience in planning and/or coordinating events, meetings, retreats, and/or special functions.

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6. Have you had any previous internship experience?

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Essay Prompt - In a 1-2 page, double-spaced essay, please explain one situation in which, because you took initiative, the end result of your effort was a success.