



Party Time Rentals Operations Internship Program: Party Time Rentals offers paid internships to aspiring students who are interested in being a part of the vibrant and exciting Brazos Valley events industry.

These internships are designed to provide:

- 1) A working knowledge of the event rental industry from the Operations side and the roles played by various events industry professionals
- 2) Experience working in a professional events industry environment providing party and event rental products and services
- 3) Opportunities to be part of a successful, cohesive events industry team
- 4) Occasions to interact with, and to observe interactions with industry professionals and individual event holder
- 5) Means of exercising your management, operations, assembly, and organization skills
- 6) Networking opportunities that may help establish an avenue for full-time employment
- 7) Eligibility to apply for an American Rental Association Scholarship (see Angela Nussel or Delores Crum for details)

Party Time Rentals Promises

You can expect to be treated with dignity and respect. Your contributions will be valued and appreciated. Your creative ideas and constructive feedback are welcome. You will receive guidance, performance feedback and coaching to help ensure your success in this role. Your team members are here to help you. They will be thoughtful, kind and accepting, as well as instructive and sharing. Party Time's Executive Team maintains an Open Door policy. You are welcome to bring any work-related problem or issue to the team's attention.

Party Time Internship Responsibilities and Activities

- Assist delivery crews with delivery and assembly of tents and rental equipment.
- Politely greet customers at back door upon pickup and return. Assist with loading/unloading of rental items.
- Maintain and organize customer load slips. Turn in completed load slips and paperwork to proper filing location.
- Monitor warehouse for areas that need to be re-organized or cleaned.
- Account for and load Party Time inventory to be sent to Premiere. Account for Premiere inventory being received.
- Help maintain a clean and orderly Party Time warehouse/facility.
- Protect, at all times and to the maximum extent possible, Party Time's property, including Party Time facilities, Party Time inventory, Party Time tools and equipment.
- Assist Operations Manager with delivery schedule, routing & assignments, as needed.
- Complete post-office, office supply store, "Hot-Shot" deliveries and other errands as requested (Note: you will neither be asked nor required to complete team members' "personal" errands").
- Complete special projects assigned by management or member of the Event Consulting Team.
- Must be able to lift at least 75 pounds and must be able to stand/be physically active for long periods of time in all weather conditions.
- Must be available to work some Saturdays.

Daily Expectations

- Maintain professional work attire (i.e. Party Time shirt, jeans or khaki shorts)
- Provide professional, courteous service to Party Time customers. Assist, as directed with customer pickups and returns.
- Remain near Bay 5 when not on assignment or delivery to load/unload customers.
- Refrain from being on cell phone around customers or on a job site.
- Ensure warehouse is free of trash and organized at Bay 5.
- Know that on any given day you may be needed on a delivery, although you may not be on the delivery schedule.

Interested applicants can email Amanda Benavidez at:

sales@partytimerentals.com

