



Event Coordinator Internship

The Midtown Center in Holland Michigan is a 100 year old renovated high school owned and operated by Jubilee Ministries. It is home to 11 nonprofit organizations and a beautiful event space called The Study Hall. The 6,000 square foot 2 story room hosts an average of 35 events per year. Events include wedding ceremonies and receptions and nonprofit fundraisers.

Internship Duration: May 2022 to August 2022* - Event Coordinator Intern is required to be on-site day of event (events are held on Friday and Saturday) to assist in preparations and remain through final clean up and one day during the week. Preferred office work days are Monday or Friday.

*The Midtown Center is closed on Sunday and major holiday weekends.

Opportunities and Experiences:

The Event Coordinator Intern will gain experience in venue management and event planning. This internship is a hands on experience where the intern will assist with planning and oversight of the event by coordinating with vendors and the clients. It is a great opportunity to network with caterers, bar service providers, decorators, photographers and DJs in the greater Holland area.

Duties and Responsibilities:

- Meet with potential clients and conduct venue tours
- Meet with booked clients to work on event details, schedule and room layout
- Oversee events in the Study Hall (coordinating arrival times & placement of vendors)
- Assist families/organizations with setup and decorating the Study Hall for their event
- Evaluate current management of decoration and linen inventory, then create and execute a plan to improve the management of inventory
- Run a sound board and projection system (training provided)
- A hands on look into managing an event facility including invoicing
- Manage social media (Midtown's web site, Facebook, Flickr, Instagram)

Required Skills and Attributes:

- Desire to learn and understand the process of booking an event to overseeing an event
- Friendly, cordial, and respectful to all the clients and tenants at the Midtown Center
- Highly focused on providing customer support and service that exceeds expectations
- Physical requirements include climbing ladders and ability to lift at least 25 pounds

Compensation: \$13.00 - \$15.00/hour based on experience

To apply, please submit resume and cover letter to abby@jubileeministriesinc.com.