



Title: Event Planning & Banquet Intern

Reports to: Director of Special Events

Summary of Position: The internship program at the Saddle & Cycle Club offers an exceptionally rewarding opportunity to hospitality and/or business management students interested in gaining hands-on experience within the private club industry. This Internship provides experiences in planning private parties, club events, and Racquets tournaments from a Food & Beverage viewpoint.

Essential Duties and Responsibilities:

- Works in conjunction to the Director of Special Events to create, plan, and execute the private events and club functions hosted by the Club membership
- Assists in procurement of items for the special events department
- Participates in weekly operations meeting with the team
- Answers the phone in a pleasant manner to assist Club members with their inquiries
- Coordinates the master event calendar
- Learns and works with various software programs to include Reserve, Social Tables, BoardEffect, Canva, and ClubEssential Website
- Assists with the billing aspects of the Special Events department
- Works in conjunction with other departments to learn the operations of the Club
- Keeps an orderly and tidy workspace
- Conducts themselves in a manner consistent with a private club.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, vendors, Members, customers, and staff.

Mathematical Skills:

Ability to work with basic mathematical concepts such as probability, division, addition, subtraction, and multiplication.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands

The physical demands described here are representative of those that must be met by a Team Member to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the Team Member is regularly required to stand, walk, and talk or hear. The Team Member is frequently required to use their hands to finger, handle, or feel; reach with hands and arms; and climb or balance. The Team Member is occasionally required to sit and taste or smell. The Team Members must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those a Team Member encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the Team Member will be exposed to outside weather conditions. The Team Member is occasionally exposed to staircases and the noise level in the work environment is usually moderate.

Compensation & Benefits:

- Competitive hourly wage
- Complimentary shift meals
- Complimentary parking
- Accessible to CTA lines

How to Apply:

- Please email Director of Special Events, Nicki Junkes at njunkes@saddleandcycle.com.
- No phone calls, please.