Venue Management Internship

Title: Venue Management Internship

Host organization: Wornall/Majors House Museums

Location:

Alexander Majors House Museum and Barn

8201 Stateline Road

Kansas City, MO 64114

Pay: $15/hour. Exact hours vary based on events calendar. Students can expect to work approximately 20 to 40 hours per month.

Wornall/Majors staff will additionally work with students to ensure they fulfill any internship requirements for their degree program.

Position Description:

Gain valuable work experience in a historic setting. The Alexander Majors House was built in 1856 by one of the co-founders of the Pony Express. On the site of his original barn is a rental venue that hosts weddings, holiday parties, and history events. Interning in this space is an excellent opportunity for students hoping to enter the business, hospitality, parks service, or museum worlds to gain experience.

Interns work closely with the Alexander Majors Rental Manager to design projects suited to their interests. Potential projects could include social media management, marketing strategies, trend research, and brand development.

Students will also gain hands-on management experience while running the Alexander Majors Barn during rental events.

Ideal candidates are self-starters who are comfortable working on their own. Internship hours will primarily occur while the student oversees events at the Alexander Majors Barn.

Position Qualifications:

* Students must be in a degree program.
* Excellent interpersonal manners and professional appearance
* Self-starter
* Can-do, problem-solving attitude
* Experience in the hospitality, retail, or service industries a plus
* Strong written and verbal communications skills

Position availability:

* Fall internship runs from August through December.
* Spring internship runs from February through May.
* Potential to extend internship into a second semester.

Duties & Responsibilities

* Conduct venue showings for potential renters. Explain costs, potential ways to use the space, rental policies, and booking procedures.
* Assist with venue social media. Write social media posts, solicit event photographs and research wedding trends.
* Follow-up with rental clients to request reviews.
* Work with the venue manager to identify research and other projects designed to improve client experience, marketing, and venue management.
* Perform opening and closing procedures, including locking/alarming the building.
* Be available to answer clients’ questions about the venue and to assist with matters related to the venue.
* Inform the staff of potential issues and violations of venue policies.
* Go through the venue check-out list with clients before they leave the premises.
* Represent the Wornall/Majors House Museums professionally, courteously, and consistently during events.
* Coordinate with event security provided by the Kansas City Police Department.
* Run cash register for occasional gift shop purchases.
* Enforce policies of the Alexander Majors Barn and Wornall/Majors House Museums (i.e. restrictions on smoking/open flame, alcohol policy, etc.)
* As needed, assist in maintaining the overall inviting and presentable environment of the facilities and grounds.
* Other duties as assigned.