



Ultimate Ventures Summer Internship 2019

Position: Operations & General Intern
Reports to: Director of Operations
Internship Session: Summer Semester, May 13, 2019 – August 16, 2019
Application Deadline: Friday, April 12, 2019

Company Description:

Ultimate Ventures (UV) is a Destination Management Company in the Dallas-Fort Worth area. We are passionate about bringing the best of Dallas-Fort Worth to life through extraordinary meeting and event planning services. Our team assists meeting professionals with a full range of services including special events, team-building activities, group excursions, and transportation logistics. We work with over 70 top hotels throughout Dallas-Fort Worth, as well as third party incentive houses, national corporate clients, associations, and key local clients. UV is frequently recognized as a Top 25 DMC worldwide by Special Events magazine and has won or been nominated for over 96 industry awards. Founded in 1993, UV employs 22 full-time and 100+ part-time professionals. Our office is located in Addison, TX.

Job Brief:

We are looking for an enthusiastic intern to join our Operations Department. As an intern, you will be responsible for supporting the Director of Operations and the Operations Team by fulfillment of staff, equipment and program related materials while working closely with each Operations Manager.

Some responsibilities include: maintaining the program calendar, creating program related documents (production schedule, schedule of services, vendor payments, airport permit requests, etc.), assisting with event preparations (staff folders, signage, routing maps, coolers, snack, etc.), reviewing vendor contracts and costing for accuracy, and supporting the operations team onsite at events and/or greeting guests at airport as needed.

This internship will help you acquire event operation skills and provide you with knowledge of the hospitality industry. Ultimately, you will gain broad experience in events and should be prepared to enter any fast-paced work environment.

Requirements:

- Ability to multi-task and be efficient, accurate and error-free in the performance of tasks.
- Able to maintain a positive and flexible attitude and be resourceful to solve problems.
- Have strong research and internet skills.
- Possess strong verbal, written and interpersonal skills and exemplify a proactive approach to team support.
- Proficient in MS Word, Excel, and PowerPoint
- Knowledge of the Dallas-Fort Worth area, event venues, and hotels is a plus.
- Currently enrolled in college as a Junior or Senior OR recently graduated.
- At least one year of professional experience in an office setting or in a hospitality role.
- Availability to work a minimum of 30-40 hours per week (8:30AM - 5:30 PM, Monday-Friday), Some night and weekend work may be necessary.
- Driver's License and car accessibility required.

Compensation: We are committed to teaching our protégé the skills of our business for academic credit (if available).
The internship pays \$10.00 per hour.

How to Apply: Email a cover letter explaining why you would like to work for UV and your resume to **Jayse Nelson at jayse@uvmc.com**. ****Include "UV Summer Operations Internship" in the subject headline when you apply.**