



LONG-TERM SALES INTERN, MAJOR EVENTS Paid | March – June | Based in the DMV Area

Ridgewells Catering is seeking a long-term intern to support our Major Events team. This is an exciting opportunity to gain professional experience in the hospitality and sports industry, working on large-scale catering and concessions operations at major golf championships.

RESPONSIBILITIES

Support the sales team with all sales related functions.

- Duties prior to the championship(s) include:
 - Working directly with high-end corporate clients
 - Creating and distributing client-facing materials
 - Administrative tasks to assist with day-to-day execution
 - Organizing, inventorying, and packing the Major Events equipment for each championship
- Duties during the championship(s) include:
 - Managing on-site staff
 - Assisting with set-up/breakdown of service areas
 - Acting as a liaison between on-site clients and rest of team to ensure flawless execution

INTERNSHIP OBJECTIVES

- Gain valuable, hands-on work experience: in an office setting and on course at your assigned championship(s) with a diverse team of professionals
- Explore career interests and paths: major events, project management, event logistics, client relations, vendor operations
- Develop and refine professional skills
- Network with industry professionals

QUALIFICATIONS

- Ideal for student working towards degree in Hospitality, Business, Sports Management or related field
- Exceptional organizational skills and attention to detail
- Ability to work on multiple projects at once
- Strong communication skills (written and verbal)
- Physical and mental capability to work long hours on your feet, while interacting with staff, guests, and clients, at outdoor events
- Team player with an outgoing, helpful personality, and positive, can-do attitude
- Proficiency in MS Office (specifically MS Excel) with the ability to learn new software programs quickly
- Ability to travel, including 20+ consecutive days in June for the championship(s)

COMPANY INFO

Ridgewells is Washington DC's go-to caterer for stunning events and culinary innovation. With an eye for detail and a love of fabulous food, Ridgewells has a reputation for delivering phenomenal experiences and impeccable service for over 90 years. Our mission is to create a growing, dynamic company that consistently provides the very best in quality, service, and presentation by exceeding client expectations, challenging the conventional and spreading our passion for celebration.

Disclaimer Statement: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

How to apply: Email resume to Carrie Coffee at ccoffee@ridgewells.com. Please put "ME Long-Term Sales Internship" in the subject line of the e-mail.