INTERNSHIP OPPORTUNITY
Presidio of San Francisco, Full-time, 4-6 months, Housing + Stipend

Position Title: **Hospitality Intern**
Division: Hospitality, Real Estate Division
Reports To: Karen Maggio, Directory of Hospitality Programs

Are you passionate about the Hospitality and Events industry, parks and interacting with the public?
Join our dynamic team and help grow our Hospitality Program while learning the ins-and-outs of event sales, permitting and planning. We are looking for an intern who wants to gain hands-on, practical work experience by working alongside event professionals in a national park setting. The intern will gain knowledge while working in several historic venues. This internship will help bridge the gap between school and landing a great job in the Hospitality field.

ABOUT THE PRESIDIO + THE PRESIDIO TRUST
Guardian of the Golden Gate for more than 200 years, the Presidio of San Francisco is a place of service and possibility. Now a distinctive part of the national park system, this magnificent American landmark invites visitors to be inspired by its beauty and to participate in a variety of programs that draw on its history and natural resources. The Presidio is also home to a vibrant community of people who work and live in the park. The 1,500-acre Presidio is part of the Golden Gate National Recreation Area, one of the world's largest national parks in an urban setting, spanning over 80,000 acres north and south of San Francisco's Golden Gate.

The Presidio Trust is an innovative federal agency created to save this former military post and transform it for a new national purpose. The Trust's vision is that the Presidio will be forever a public place: vital to the Bay Area, important to all Americans, and recognized for achieving broad benefits for the nation. To learn more, visit www.presidio.gov.

POSITION OVERVIEW
This internship supports the Presidio Trust Hospitality Program. As part of a team, the intern will help sell historic venues, coordinate and lead event planning activities to support the Presidio and help manage events. The intern will also be exposed to a variety of Special Event Vendors that frequent our sites to create unique events at each location. The intern will gain valuable experience in event management, event coordination, sales techniques and working with Event and Sales Software.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Assist in the sales and event processes from start to finish
- Assist Sales and Venue staff during walk-throughs with clients, caterers and various vendors
- On-site support during an event ranging from opening a venue to closing a venue
- Support Sales and Marketing efforts
- Provide general administrative support by assisting with establishing a vendor database and other duties, as assigned
- Become proficient in creating to scale floor plans on the web-based application, Social Tables
- Support maintenance of department by overseeing supply storage room
- Participate in Presidio Trust public events, programs, and networking events

DESIRED QUALIFICATIONS
- Previous experience working with event planning, food and beverage and hospitality industry
- Currently seeking a degree or a recent graduate in the hospitality field
- Desire to work in a demanding, fast-paced environment
- Detail-oriented and organized

- Ability to communicate effectively, both orally and written
- Strong interpersonal and public speaking skills
- Ability to work tactfully and courteously with the public, staff and clients
- Enjoy working with a diverse community of people of all ages
- Ability to work with a professional demeanor and, as part of a team
- Positive attitude and excellent customer service skills are essential
- Ability to work independently with minimal supervision
- Computer experience in Microsoft Office, Outlook, Word, Excel, CRM software and Event software
- Desire to work both outdoors and indoors
- Passion for sustainability and conservation
- Flexible schedule including nights and weekends, as needed
- Must be a US Citizen and at least 21 years old
- Must possess and maintain a valid State driver's license

WORK ENVIRONMENT AND PHYSICAL CONDITIONS

- The position requires periods of standing, walking and some lifting
- Work is performed both indoors and outdoors with weather conditions ranging from hot and dry to foggy, cold and rainy
- Indoor work is performed in the hospitality venues
- The position requires working both independently and as a team. Involves working with a variety of Trust department staff and volunteers
- The intern will be required to drive and be a passenger in a motor vehicle

EXPERIENCE OFFERED

- Gain professional development in a team setting
- Learn valuable skills in the Hospitality Industry
- Develop event and sales skills and public speaking skills

TERMS

The position is considered volunteer and is part of the Presidio Trust's Volunteer Program. Successful applicants are required to sign the Presidio Trust's Volunteer Agreement.

Application Deadline: Open until filled
Estimated Start Date: mid/late June (flexible)
Length of Position: 4 - 6 months (flexible)
Schedule: 40 hours/week, Tues. – Sat. with flexibility to work Sundays, occasional holidays and evenings
Stipend: $300 every two weeks
Transportation Benefit: $50 monthly parking permits for car owners or $50/month for non-car owners
Housing: Interns are provided a single occupancy (one person) room in dormitory-style housing in the Presidio with basic accommodations including a furnished private room, shared kitchen, and common areas. Interns must sign a housing contract, abide by the residential rules and contribute to the maintenance of the household. Interns must reside in the housing provided to be eligible for the internship. We cannot accept non-residential interns.

TO APPLY

Interested candidates should send a thoughtful cover letter, resume and contact information (including full name, title, phone number and email address for at least two references) by email to Karen Maggio at **interns@presidiotrust.gov**. PDF format is preferred but Microsoft Word versions are acceptable. We will review applications received and will select some or all for interviews to be conducted at a mutually arranged time. Questions? Call **415-561-5446**.

The Presidio Trust is dedicated to representing the community it serves. We encourage candidates that will bring diversity to the Trust to apply.