

2010 Convention Banquets & Signage Intern Job Description

TITLE: Convention Banquets & Signage Intern

REPORTS TO: Director of Events

SCOPE: The Convention Banquets & Signage Intern will be responsible for assisting the Director of Events with carrying out duties and assignments relevant to the WBCA National Convention and other assignments deemed appropriate by the Director of Events and/or Chief Operating Officer. Some manual labor, lifting, travel and weekends are required.

RESPONSIBILITIES:

Convention/Exhibition (75%):

1. Responsible for taking notes during meetings and sending meeting summaries.
2. Coordinate convention travel and transportation schedules.
3. Coordinate all banquets and meal functions for the WBCA National Convention. This includes working with emcees, facilitators, and sponsors as well as providing on-site management.
4. Responsible for communicating protocol, speaker invitations, entertainment, and decorations with facilitators.
5. Responsible for managing Microsoft Excel spreadsheets.
6. Serve as liaison to speakers, sponsors, and other invited guests concerning signage, menus, and event details.
7. Coordinate packing of WBCA office and moving truck on-site and in Atlanta.
8. Coordinate WBCA office set up and management on-site.
9. Assist in the coordination and management of exhibition on-site and designated events in exhibit hall (i.e., sponsored events and meal functions).
10. Obtain bids for signage and computer/copier rentals and coordinate logistics (i.e., layout, approval, inventory, shipping, and distribution).
11. Responsible for signage inventory pre and post convention.
12. Responsible for signage layout in convention center and hotels.
13. Assist with the coordination of the volunteer schedule and on-site management of volunteers.
14. Assist with post event activities (i.e., thank you letters, refunds, etc...).
15. Assist with on-site management as directed by Director of Events and/or Chief Operating Officer.
16. Assist with the coordination, management, and completion of evaluation process both on-site and post event.
17. Obtain bids and secure rental vehicles for convention transportation
18. Coordinate assigned travel arrangements.

Administration (20%):

1. Receive telephone calls in a professional manner. Handle calls if possible and forward detailed messages for other calls.
2. Process telephone requests for pertinent information.
3. Maintain informative and accurate records as well as an organized filing system for designated areas of responsibility.
4. Generate all necessary correspondence related to assigned event(s) responsibilities.
5. Participate in all mailings including assembly, printing, and processing.
6. Assist Chief Operating Officer with administrative duties.

Other (5%)

1. Work the required three (3) Saturdays as designated the Director of Events.
2. Complete special projects and other duties as assigned by the Director of Events and/or Chief Operating Officer.

Please submit all application materials to:

Contact Name: Daniella Trujillo

Job Title: Manager of Events & Office Administration

Email: dtrujillo@wbca.org

No phone calls please