

Event Services Intern

The individual will assist full circle for events held at the Winston-Salem entertainment-sports complex. Collegiate basketball, collegiate football, concerts, trade shows and the Dixie Classic Fair. After an event is booked this person will assist the Event Services team by helping plan for, prepare & create event advance information for all departments. Individual will complete projects to provide advice the event services department of more efficient means of doing business and managing events. Individual will be expected to be available during irregular hours; nights and weekends as necessary.

Individual can expect to work 50-75% events and 25-50% office prep time. Complex will work with individual class schedules.

Fall internship is open for September through December
Spring internship is open for January through May

For consideration submit resume, letter of interest and references to Chris Corl Event Services Director at ccorl@ljvm.com. Also please fill out City of Winston-Salem Internship Application posted on www.ljvm.com