

Hospitality Manager Internship

Title:	Hospitality Manager
Department:	Bellevue Arts Museum ARTSfair
Organization:	Bellevue Arts Museum
Term:	2 month term (June through July 2017)
Hours:	June 15 – August 15 (5 hours a week, flexible) July 27 – 30 (12 hours daily) on-site
Type:	Internship
Compensation:	Unpaid

Bellevue Arts Museum

Bellevue Arts Museum is the Pacific Northwest's center for the exploration of art, craft and design through exhibitions, educational programs and partnerships, emphasizing the work of regional artists.

The Bellevue Arts Museum ARTSfair is one of the largest fundraisers for Bellevue Arts Museum. BAM ARTSfair is scheduled for July 28 – 30, 2017. Over 300 national leading artists are juried into the BAM ARTSfair by top art professionals. In 2016, over 300,000 people visited this community event to view the art and dance to the music!

Description

The Hospitality Manager is responsible for coordinating all aspects of the Artist Lounge. The Artist Lounge is a complimentary service to participating artists. The Artist Lounge is an area where artists can relax, enjoy meals and get massages. The Hospitality Manager is responsible for coordinating food and beverage, hospitality donations and keeping the lounge clean. In addition, the Hospitality Manager is responsible for creating a welcoming atmosphere and will need to come up with a plan of activities such as massage therapist schedule, artist information board, games, etc. The manager must be comfortable directing multiple volunteers throughout the weekend. We highly value all our relationships with our volunteers.

Duties

- Directing multiple volunteers throughout the 4-day weekend
- Procuring food donations for the lounge
- Ability to work directly with vendors for hospitality needs
- Coordinating with caterers and volunteer leads
- Communicate effectively with BAM staff and production staff

Qualifications

- Associates degree or comparable education or experience
- Organized and detail oriented

- Ability to work independently and with the community
- Knowledge of Microsoft Word, Excel, Outlook
- Interest in event management

To Apply

Submit a recent resume with “Hospitality Coordinator Internship” in the subject line to Meredith Langridge at meredithl@bellevuearts.org. Position open until filled. No phone calls please.