



## GROUP SALES AND SPECIAL EVENTS INTERN

The National Comedy Center is currently seeking interns for its 2024 internship program. This is an excellent opportunity to get involved with an award-winning non-profit cultural institution and national-scale destination to gain real-world experience, learn new skills, and make connections. The state-of-the-art National Comedy Center was recently named the “Best New Museum” in the country by *USA Today* and one of the “World’s Greatest Places” by *TIME* magazine.

The Group Sales and Special Events Intern will assist with group sales initiatives that support the National Comedy Center and any special events.

This internship will be on-site in Jamestown, NY, for the Summer 2024 season. The National Comedy Center is open to extending this internship beyond Summer only.

### RESPONSIBILITIES

- Assist with motor coach and group visits.
- Help tour guides with greeting group visitors.
- Assist with planning and executing special events booked at the National Comedy Center and Lucy Desi Museum, such as private parties, weddings, and class reunions. Help with mailings, data entry, returning calls, and emails.
- Other duties as appropriate and necessary.

### REQUIREMENTS

- The ideal candidate is studying business, hospitality, communications, or a related field.
- Basic office skills, including an understanding of Microsoft Office.
- Must possess a warm, outgoing, and welcoming personality.
- Must be able to lift objects up to 50 pounds and move in different positions to accomplish tasks.
- Must commit to 15-20 hours per week. Hours are flexible.
- All interns must complete a minimum of 4 hours each week on the floor of the National Comedy Center to learn how the attraction operates, interact with visitors, and increase their comedy knowledge.
- During the week before and the week of the Lucille Ball Comedy Festival in August, hours may increase to full time but remain flexible (each intern can work out schedule with supervisor).
- Interns will utilize their personal laptops during the internship. If other arrangements are needed, please discuss upon acceptance into our program.

### CONTACT

To apply, please submit a resume and cover letter to [internships@comedycenter.org](mailto:internships@comedycenter.org). Phone/Skype interviews are also available for students who cannot interview in Jamestown.