



Shake Rag Alley Center for the Arts is a nonprofit school of arts and crafts founded in 2004 by local artists and community members. A wellspring of creativity in arts and crafts, our 2.5-acre campus in the historic heart of Mineral Point, Wisconsin, is a national destination for participants of adult workshops, a robust summer youth program, and a host of annual special community events. In addition, Shake Rag Alley offers on-site lodging and custom facility rentals for meetings, events, and celebrations. For more information, see www.ShakeRagAlley.com. **To apply for this position**, please complete the employment application [here](#). Position will remain open until filled.

Position Title: 2019 Hospitality & Events Intern

Status: Part-time, stipend+housing

Schedule: 20 hours/week March-October

Position Summary

Reporting to the Executive Director, Program Director, and Curriculum Committee, and working collaboratively with Shake Rag Alley staff and volunteers, the Hospitality & Events Intern has the opportunity to help plan and provide a superior experience for participants of Shake Rag Alley's 2019 workshops, retreats, rentals, and events, and to serve as a steward of our historic buildings and grounds while in residence.

Learning Opportunities Include:

- booking and processing lodging reservations, assisting with guest room preparations, maintenance, and inventory, and ensuring overall guest satisfaction;
- executing meaningful event experiences;
- developing lodging, rental, and event marketing plans;
- answering the office phone, greeting visitors, handling petty cash, and fielding staff and volunteer requests and questions;
- problem-solving related to historic buildings and grounds;
- becoming immersed in the daily operations of a nationally known arts education organization in a one-of-a-kind historic and artistic community.

Preferred Candidates Will:

- be enrolled in or recently graduated from an accredited college program with a focus on hospitality or event management;
- have strong academic performance with a 3.0 GPA or higher;
- be proficient in Microsoft Office Suite, Internet, and social media;
- have experience with reception, travel, and/or event planning;
- have strong organizational, planning, and communication skills;
- be able to speak professionally and courteously and demonstrate good listening skills;
- thrive in an atmosphere of creativity and be able to demonstrate flexibility, friendliness, and patience in all situations.



Shake Rag Alley Center for the Arts is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability status, genetic information, protected veteran or uniformed service member status or any other characteristic protected by law.

Physical Demands and Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this job.

- **Physical Demands:** While performing the essential functions of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; and consistently talk or hear; and rarely taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- **Work environment:** While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.