



Summer Hospitality Internship

at The Leadership Center

Apply for our paid internship and gain hands on experience in the hospitality industry.

This internship includes working in event planning and execution, reservations, housekeeping, maintenance, and more.



Contact us at (402)694-3934
or visit tlcaurora.org for more information.
2211 Q St. Aurora, Nebraska, 68818



At The Leadership Center we serve our clients as a premier conference and retreat center by providing quality leadership programs, exceptional customer service, and a rewarding experience while fostering partnerships, resources, and fiscal responsibility. We create moments that matter by adding the “T.L.C.” to hospitality.

Hospitality Internship

Description & Duties

As part of The Leadership Center staff, this position will perform a variety of tasks in events. They will work with our team on weddings, conferences, meetings, special events, and more. Hospitality interns will gain hands-on experience in event planning, event set-up/execution/tear-down, contracting, sales, reservations, guest services, and more.

Classification: Summer seasonal or semester/internship

Responsibilities:

- Assisting with events from beginning to end.
- Preparing guest arrivals.
- Assisting with Annual Harvest Gala design and event details.
- Assisting with Summer Patio Party and event details.
- Capturing client moments both photographically and through survey data and testimonial collection.
- Revamping our Guest Welcome book.
- Researching, designing, installing and marketing AirBNB experiences and lodging opportunities.
- Assisting with social media
- Researching potential new clients and partners.
- Work collaboratively with all TLC team members
- Participate in any TLC team meetings
- Writing a weekly blog

Qualifications:

- Fundamental knowledge of guest services and event planning.
- Organized and professional
- Self-motivated with the ability to multi-task and work under pressure
- Ability to work with others
- Ability to stay calm and collected when working in difficult situations

**Physical Demands:**

- Lifting heavy boxes, containers of food, and equipment weighing up to 50 lbs.
- Standing for extended periods of time

The Leadership Center is looking for an energetic and professional intern who can work a flexible schedule with varied responsibilities. This individual must enjoy the service industry. We are seeking an individual who is trustworthy, efficient, socially mature, and self-confident; someone who takes direction well, can digest new information quickly and apply it productively. Someone who is consistent and dependable in their work habits, has excellent communication and customer relationship skills, enjoys multi-tasking, challenges, and creative problem-solving, works comfortably on their own as well as in a collaborative atmosphere. This individual must be able to work at least a summer or semester's length of time. The internship may be extended.

We are willing to work with any level college student. Majors which would best fit the internship include: Culinary Arts, Culinary management, Event Planning, Food & Beverage Management, Hospitality, Hotel Management, but we are open to other who may be interested in non-profit or service industries. The internship is paid and offers excellent opportunities to gain realistic and practical experience. Lodging is available if necessary, but individual must be willing to have a roommate if necessary.

Intern(s) must have a valid driver's license and a clean driving record as some responsibilities may require driving or operating The Leadership Center's vehicles and equipment.

If you are interested in an internship with The Leadership Center, please submit your letter of intent, resume, references, and completed application:

Mail:

The Leadership Center
Attn: Maile Ilac Boeder, IOM
2211 Q Street
Aurora, NE 68818

Email:

executivedirector@tlcaurora.org
Attn: Maile Ilac Boeder, IOM

APPLICATION FOR EMPLOYMENT

Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Are you eligible to work in the United States? ☐ YES ☐ NO

IF YES, at time of hire, you will be asked to provide 2 forms of valid identification for validation purposes.

Have you been convicted of or pleaded no contest to a felony within the last 5 years? ☐ Yes ☐ No

If YES, explain: _____

POSITION APPLIED FOR: _____

DAYS AVAILABLE

HOURS AVAILABLE

Sunday _____

DESIRED WAGE:

Monday _____

\$ _____ per hour

Tuesday _____

Wednesday _____

DATE AVAILABLE

Thursday _____

TO START:

Friday _____

Saturday _____

Summarize your job related skills: _____

EDUCATION
Circle Highest Completed

Some High School

High School Graduate

Some College

College Graduate

Name and Address of Schools Attended

Diploma or Degree

Date Graduated

REFERENCES

List 3 people who know you and your work. Do not list relatives or previous employers

NAME/TITLE

OCCUPATION

ADDRESS

PHONE #

1) _____
2) _____
3) _____

PLEASE COMPLETE OTHER SIDE

APPLICATION FOR EMPLOYMENT

EMPLOYMENT HISTORY

List Most Recent Position First

Employer: _____ Phone Number: _____

Address: _____ May we Contact? YES NO

Supervisor: _____ Start Pay _____ End Pay _____

Job Duties: _____

Employment Dates: _____ to _____ Reason for Leaving: _____

Employer: _____ Phone Number: _____

Address: _____ May we Contact? YES NO

Supervisor: _____ Start Pay _____ End Pay _____

Job Duties: _____

Employment Dates: _____ to _____ Reason for Leaving: _____

Employer: _____ Phone Number: _____

Address: _____ May we Contact? YES NO

Supervisor: _____ Start Pay _____ End Pay _____

Job Duties: _____

Employment Dates: _____ to _____ Reason for Leaving: _____

Please read, sign and date:

1. I certify that all answers contained in this application are true and correct to the best of my knowledge.
2. I understand that any false statements or willful omissions may be cause for rejection of my application or if employed, amount to sufficient grounds for dismissal without further notice.
3. I authorize release of employment, salary, education and other records to The Leadership Center for the purpose of checking my references and verifying my employment and educational history.
4. In consideration of my employment, I agree to conform to the rules and regulations of The Leadership Center. If employed, my employment and compensation may be terminated, with or without cause, and with or without notice, at any time, at the option of either The Leadership Center or myself.
5. The Leadership Center is a Drug Free work place and I agree to submit to a physical examination and, or drug screen as requested by The Leadership Center. I understand my initial and continued employment is contingent upon my meeting such medical standards as The Leadership Center may then have in effect.
6. I will supply The Leadership Center with 2 (two) forms of identification as required by Federal Laws. These 2 (two) forms of identification must be provided as a condition of employment. Failure to produce these documents will be grounds for immediate termination.

APPLICANT'S SIGNATURE: _____ DATE: _____

The Leadership Center is an Equal Opportunity Employer.

Applicants will be selected solely on qualifications without regard to age, sex, race, color, religion, national origin, disability or any other legally protected status required by law.