

SMG INTERNSHIP OPPORTUNITY

Title of Position: Event Services Intern

Location: American Bank Center
Corpus Christi, TX

Description of Position

Duties:

- 1) Assist in preparing event coordination for events held at American Bank Center Convention Center, Selena Auditorium and American Bank Center Arena.
- 2) Assist in area of facilities Guest Relations
- 3) Assist in design of floor plans
- 4) Coordinate with Food and Beverage company on catering issues.
- 5) General office duties as needed per department
- 6) Responsible for client and customer contact, along with menu management, customer database

SMG expects all of its employees to act with honesty, integrity and professionalism in accordance with the company's high standards of ethical conduct, to respect the company's rules and policies, and to know and accept the company's rules and policies and contribute fully to their attainment.

Qualifications:

Our guidelines for the program are as follows:

- 1) Students must be enrolled in undergraduate or graduate school.
- 2) Students may be eligible to earn credit through the college or university they are currently attending by submitting letter of credit eligibility from their Academic Advisor or Department Chair indicating how many credit they will earn.

Besides commitment, enthusiasm, personal drive, the ability to take direction and constructive criticism, and a willingness to learn, an intern must have completed their sophomore year in college and carry a cumulative GPA of at least 2.5 on a 4.0 scale. Experience with Microsoft Office and other software applications are helpful. Applicants must also demonstrate effective communicative abilities, both written and verbal.

Compensation: This is a non-pay internship program. Interns will earn college credit according to the structure of the internships. In addition, interns benefit from meaningful work experience, possibly leading to future, full-time employment.

Hours: 15 to 40 hours per week. Scheduled working hours will vary depending on the assignment.

Duration: In general, internships last 12 weeks, specific programs will vary.

Summer: May 15 – August 15

Fall Semester: September 15 – December 15

Spring Semester: January 15 – April 15

Applications must include the following: resume, personal statement addressing goals and expectations, two professional references and one personal reference (non-family members).

Contact Information:

Please address inquiries and all application materials to:

Charlotte Jones
Human Resources Manager
ATTN: Internship Program
1901 N. Shoreline
Corpus Christi, TX 78401
Email: charlottej@cctexas.com

Company Information:

SMG is a private facility management company providing professional support and management to public facilities, including stadiums, theaters, convention centers, exhibition and trade center. Currently, over 150 facilities operate under SMG's banner, including the Louisiana Superdome, home to the 2002 Superbowl. Overall, SMG controls more than 1.4 million seats in entertainment venues privately managed by our firm. In 2001 alone, facilities managed by SMG grossed more than \$1 billion, drawing more than 50 million people to various events ranging from conventions, corporate meetings and trade shows to sporting events and concerts.

For Additional Company Information: www.smgworld.com

American Bank Center Information: www.americanbankcenter.com