



Summer Internship Program
May 26, 2020 - August 7, 2020
External Employer
Job Description

Employer: Huntington Convention Center of Cleveland/ASM Global
Assignment Address: 1 St. Clair Avenue NE, Cleveland, OH 44114
Job Category (Select up to 2): Hospitality Management Business
Work Schedule/Hours: 20 hours per week
Internship Duration: 5 Weeks
Internship Dates (Start/End): June 1, 2020 / July 3, 2020

Company Profile: (e.g., in one or two sentences, describe your business)

Managed by ASM Global, the Huntington Convention Center of Cleveland provides 410,000 square feet of prime meeting and event space, which includes 225,000 sq. ft of Exhibit Hall space, two ballrooms, and over 40 breakout rooms. Our space is designed to provide a welcoming backdrop for events, with the added benefit of offering the latest technology businesses need to succeed. Our sustainable and inviting environment is a direct result of the Centers' modern design, cutting-edge technology, and top-rated staff members who are trained to help you with any needs that arise. Our vision is to connect the world with inspiration, innovation and imagination.

Job Responsibilities: (e.g. functions and/or projects)

- Inspects Operations Team Members' completed work for conformance to standards.
- Reviews inventory needs and housekeeping supplies for upcoming events.
- Communicate inventory and supply needs to necessary parties.
- Maintains inventory logs and department checklists as directed.
- Adheres to all Facility rules, regulations, safety programs, policies and procedures.
- Performs special assignments and other duties as assigned.

Required Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Excellent verbal and written communication skills.
- Outstanding interpersonal skills.
- Ability to maintain confidentiality regarding the Company, employees, events, clients and all related matters regarding such parties.
- Ability to hand multiple projects and deadlines.
- Detail oriented and excellent organizational skills.
- Strong analytical and problem solving skills.

Preferred Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Hospitality, Tourism, or Business Management major preferred
- Junior or senior standing preferred