

## HHAHA Event Intern

### Job Description

The HHAHA Events Intern performs a variety of activities related to event management. The work involves partnerships with fellow staff, and contractors and requires the exercise of extensive discretion and independent judgment.

Responsibilities include planning and overseeing projects as directed by the HHAHA executive director relating to festival inventory, logistics, steering committee minutes, quotes for services, food and beverage, a/v, contracts with vendors and other suppliers, signage, transportation, working with volunteers and appropriate staff, budget management, generating reports, maintaining pre and post show attendee lists, maintaining and updating web site information and providing general administrative support.

The Events Intern shall be employed by and reports directly to the HHAHA Executive Director.

### Dates are:

Option 1 = September - May

Option 2 = September - December

Option 3 = October - June

### Contact:

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Director of Enrollment & Compliance

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