



3075 Vintage Blvd, Suite 200, Juneau, Alaska 99801 (907) 790-4990; Fax (907) 790-4999

Title: Hotel Management Intern

Location: Goldbelt Hotel—Juneau, AK Hours: 40 hours (some weekends)

Category: Internship FLSA Status: Non-Exempt

Salary/Grade Level: TBD Date Approved: Summer 2012

Reports to (Supervises/Liaison): Assistant General Manager / General Mgr.

SUMMARY

This internship will be based at the Goldbelt Hotel in Juneau, Alaska. It is offered as a career development opportunity to Goldbelt shareholders and descendants. The internship will provide the right candidate an opportunity to explore the field of hospitality and hotel management. The internship will be offered in a two phase training model:

Phase 1 –Hotel Orientation and Operations: A hands on experience in all departments of the Hotel gaining familiarization with departmental functions and how each integrates into a successful Guest stay.

- A. Guest / Employee Recognition Program
- B. Employee Guest Communications Workshop

Project: Create an Employee Recognition Program from [redacted] elop and schedule Employee Communications Workshop with feedback and follow-up.

Phase 2 –Hotel sales, marketing and special events. Will gain experience as a group sales agent including production and pricing. Also will develop special events.

- A. Overview of Hotel FIT and Group Reservations.
- B. Creation of a Group Booking & Meet from Start to Billing.
- C. Updating a Meeting Planners and Guest Guide:
- D. Special Event Planning Budgeting, Advertising, Sales, Profit / Loss

Project: Create a Production & Pricing of Meeting Guide. Also develop special event from start to finish.

PREFERRED SKILLS AND KNOWLEDGE

- Retail or volunteer work with the public.
 - Basic computer & business skills. Retail experience a plus.
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- Self-starter with the ability to manage multiple priorities.
- Enjoy communicating and working with the General Public.

MINIMUM QUALIFICATIONS (education, experience, skills)

- Must be eligible for participation in Goldbelt's Career Development Program
 - Working towards an Associate's, Bachelor's or graduate degree in Hospitality – Tourism, Hotel/Resort, Business or a related field.
 - Must be available for the entire twelve week internship program.
 - Must be at least 18 years of age.
 - Must possess a valid Driver's License.
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