



WCF Internships

Job Title:

Summer Event Operations Intern

Job Description:

Windy City Fieldhouse (WCF) seeks motivated and enthusiastic college students for Summer Event Operations Internships. WCF is the Midwest's largest corporate entertainment and team building company, consistently providing memorable and exceptional events for its extensive list of corporate clients.

As a Summer Event Operations Intern, you are an integral part of the planning and execution of WCF's various summer picnics, scavenger hunts and team building programs.

Responsibilities:

- Working with experienced event planners to produce flawless corporate events
- Creating sales proposals for prospective new clients
- Researching new product offerings
- Assisting with client retention programs
- Managing event equipment and transportation needs
- Assisting with front desk responsibilities as required

Requirements:

- Undergraduate or graduate student with an interest in event management
- Ability to multitask and work effectively in a team environment
- Strong communication skills (both verbal and written)
- Proficiency in Microsoft Word, Excel and PowerPoint
- 1-2 years of customer service experience
- Superior attention to detail
- Must have own transportation

Additional:

- Duration of Internship: Mid-May through September
- Hours: 40-55 per week including nights and weekends
- Location: Chicago, IL

Please apply [online](#)