



## Hospitality & Special Events Internship

### Hancock Shaker Village Summer Internship Program 2026

We are looking for an energetic and enthusiastic self-starter with exceptional interpersonal communication skills to work alongside our Hospitality & Special Events Manager.

The Hospitality & Events Department is responsible for all aspects of planning, managing and executing the many special events throughout the busy summer season at Hancock Shaker Village. Special events play an important role in driving and maintaining engagement among new and existing guests and members to the Village



#### What you will do:

This internship is ideally suited for students in marketing, events and hospitality management. You will serve as the primary assistant to the Events Manager for pre-event planning, event set-up, trouble-shooting during events, and post-event clean up and follow-up. Examples of special events include concerts, dinners, receptions, and weddings. During your internship, you will gain extensive experience in working with a wide variety of vendors and partners that are essential in the planning and executing of our numerous special events. Your work schedule will vary from week to week in accordance with the events schedule.



Qualifications: The Special Events Intern must be exceptionally well-organized, have excellent communication skills in writing, in person, and on the phone; have demonstrated success in working in a fast-paced environment; be flexible and easy-going; be able to follow directions and also show initiative, as the situation requires; must be able to maintain composure and a sense of humor in high-pressure situations. Prior experience working with the public is helpful but not required. Experience with Word, Canva and Excel is required.