



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Job Description: Group Sales Intern

Non-Exempt: Hourly worker and **Summer Seasonal Worker**

Position Summary:

The Group Sales Intern assists in handling large groups and event coordinating in Medora.

Essential Job Functions:

- Working with Group Sales Director in an event coordinating and meeting planning capacity.
 - Will assist potential groups with any information or reservations they may need for their Medora outing.
 - Will be a contact for groups interested in coming to Medora.
 - The position will require the intern to assist potential groups with any information or reservations they may need for their Medora outing. This will include reserving any necessary items for each group including, but not limited to: lodging, conference space, attractions, and catering.
- Will develop contracts for each new group.
- Will be in charge of releasing room blocks and musical blocks.
- Will be in charge of rooming lists for specified groups.
- Serving guests at the front desk of the Rough Riders Hotel and Badlands Motel.
- Working on the catering and special events crew to facilitate corporate reunion, and family events. This will also include updating catering contracts for the Food Service Department and assisting the Group Sales Director in developing catering for groups. This position will require assisting catering for larger events and will include working some nights and weekends.
- Working with the housekeeping department in TRMF's numerous lodging facilities.
- Working at the Medora Musical Box Office to facilitate ticket sales for daily and special events.
- Will help maintain the general functions of the Group Sales Department (this will include releasing unused rooms, tickets, and campground spaces).

Other Responsibilities:

- Other duties assigned by the Group Sales Director.

ADA Requirements

- Continuously
 - Talking
 - Hearing
- Frequently

- Sitting
- Walking
- Bending Over
- Repetitive use of hand/arms
- Visual acuity to determine accuracy, neatness and thoroughness of work assigned and determine safety of workplace surroundings (kitchen, storage, guests etc).
- Occasionally
 - Standing
 - Reaching Overhead
 - Occasionally lifting up to 50 pounds.
 - Carrying up to 50 pounds.
- Environmental Conditions
 - Frequently working irregular hours: including nights and weekends
 - Frequently handles confidential information

Qualifications and Education Requirements:

- This position requires detailed knowledge of computer systems, and utilizes telephones, credit card machines, reservation, and ticketing systems.
- Previous event planning or catering experience preferred, but not required.

Supervision

- Supervised by the Group Sales Director.
- This is not a supervisory role.

Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position at anytime.