

## INTERNSHIP AT CSI DMC

The CSI DMC internship is an excellent opportunity for college students and aspiring young professionals to be part of a dedicated team and to gain relevant industry experience in a fast paced, creative environment with a long-standing, successful destination and event management company.

### CURRENT OPENINGS ARE IN THE FOLLOWING CSI DMC LOCATIONS:

- CSI Washington, DC located in Falls Church, VA
- CSI Washington, DC located in Washington, DC in-house at a downtown hotel
- CSI Chicago located in downtown Chicago, IL
- CSI Boston located in Woburn, MA
- CSI South Florida located in Hollywood, FL
- CSI Vegas located in the Green Valley/Henderson neighborhood of Las Vegas, NV
- CSI Texas located in the up & coming area of "The Hill" neighborhood of Dallas, TX

### INTERNSHIP PERIODS:

SPRING INTAKE: Early January through Mid-May\*

SUMMER INTAKE: Early/Mid-May through Mid/Late-August\*

FALL INTAKE: Mid- August through Mid-December\*

*\*Date exceptions are made on a case-by-case basis*

### COMPENSATION/BENEFITS

Depending on office of employment, CSI interns will receive either a monthly compensation or school credit. Work-expenses are reimbursed per event managers' approval.

### POSITION DESCRIPTION

The CSI DMC internship program offers an opportunity to grow skillsets and experience in event planning, client service, teamwork and administration in a variety of ways. With the exception of South Florida, all internships are full time positions, unless otherwise negotiated. South Florida is a part time position. In all locations, the intern is required to have access to a reliable vehicle.

### TYPICAL TASKS

Assist Event Managers in the coordination and execution of special events for a range of corporate and association clients, handle onsite needs as directed, work with vendors, research costing, assist Account Managers with proposal and marketing activities, and work onsite at events as required. Assist with office management by taking client and general calls, and other projects as assigned.

### PROCESS:

- 1) Any candidates should send a resume via email to Elisa Smith at [elisa@csi-dc.com](mailto:elisa@csi-dc.com).
- 2) After reviewing resumes, interviews will be scheduled for selected candidates. In person meetings are preferred, but phone interviews are acceptable.
- 3) Interviewees will be notified within 2-3 weeks and will receive an internship agreement.
- 4) The agreement must be signed and sent to CSI before the internship begins.