

Anita Stewart Food Lab Event Management & Communications Intern
Summer/Fall 2021

The School of Hospitality, Food & Tourism Management (HFTM) is seeking an Event Management & Communication Intern for the Summer and Fall of 2021. The student will support HFTM and Arrell Food Institute (AFI) in event planning and communications for the new Anita Stewart Food Lab.

Students interning at HFTM are exposed to leaders in the academic setting and are a part of the larger University of Guelph community, Canada's Food University. Participating interns gain on-the-job training that integrates education, career development and public service.

HFTM seeks an Event Management & Communications Intern half-time for the Summer Semester (17.5 hours/week) and part-time for the Fall Semester 2021 (10 hours/week). The student will work with faculty and communications staff to initiate an events program for the Anita Stewart Food Lab.

Responsibilities:

- Assist overall programming of events (i.e., planning topics, presenters/chefs, scheduling, invitations, communications).
- Manage logistics of bookings, coordinating dates with Lang/AFI communications, fielding requests from other groups (campus and community).
- Liaison with presenters/chefs from recruitment to providing instructions (technical specifications, speaking/briefing notes, etc.) and detailed event itineraries.
- Support sourcing of food/supplies/furniture/equipment needed for events, including delivery, storage pre-event, and/or removal post-event.
- Event setup and logistics, including volunteer recruitment and management, confirmation of audio-visual requirements, Lab set up, and clean up post-event.
- Oversee Lab procedures during events in accordance with fire code, COVID restrictions, food health and safety rules, etc.
- Support marketing of events, including crafting messaging, sending e-mail blasts, design work, social media.
- Support Lang/AFI Communications with communication activities during Lab events, including social media.
- Support post-event distribution of recorded events.

Required Qualifications:

- Event management experience.
- Knowledge of food systems, hospitality, and kitchen operations.
- Ability to work independently while contributing to a team when necessary.
- Strong written and verbal communication skills and ability to create and manage posts to all social media channels in a timely manner.
- Available for weekly operations meetings (days and times TBD).

Preferred Qualifications:

- Previous experience planning food-related events.
- Previous experience creating social media content for a group, business, or organization.

Additional learning opportunities:

- The student will have the opportunity to create critical paths for specific events (mentoring to be provided).
- The student will have the opportunity to make editorial suggestions and potentially have some writing of content opportunities.

The student will work 17.5 hours per week (May 1-Aug 31) and 10 hours per week (Sept 1- Dec 17) and receive an hourly wage of \$20.00. Deadline to apply – April 12th, 2021.