



Cass Technical High School Internship Opportunity

Company: Olympia Entertainment
Department: Venue Operations (Fox Theatre)
Number of Positions: 1
Location: Fox Theatre

Start Date: June 26, 2017
End Date: August 30, 2017
Hours Required: 20-30/week

Responsibilities include, but are not limited to the following:

- Assist with planning for large scale concerts and events
- Assist with event administration such as staff scheduling, mailings, show information distribution, etc.
- Conduct labor analysis
- Assist with operational building projects
- Conduct daily/weekly property inspections
- Research asset acquisitions and capital improvements
- Assist with processing invoices
- Operational data entry
- Provide weekly project update

Eligibility/Requirements:

- Enrolled full-time at Cass Technical High School
- Entering Junior or Senior Year
- Must be at least 16 years of age
- Earned a minimum cumulative grade point average (GPA) of 3.0
- Eligible to work in the United States
- Available to work a minimum of 20 hours; maximum of 40 hour within a work week
- Must be familiar with Microsoft Office suite (Word, Excel)
- Attention to detail

How to Apply:

All interested students will be required to submit an email to ctinternship@ilitchholdings.com with the following information attached:

- Completed Application
- Resume
- Essay (1,500 words or less) answering: What are your career interests or goals and how do you think the Ilitch Companies Internship Program fits into your future plans?
- You can apply for up to (3) positions; indicate priority/level of interest for each