



380 W. Western, Suite 202, Muskegon, MI 49440
231-722-3751 | www.muskegon.org

ABOUT THE ORGANIZATION

The Muskegon Lakeshore Chamber of Commerce is the premier business membership organization on the Lakeshore representing approximately 1,250 businesses and organizations. The Muskegon Chamber represents businesses of every size and type all over West Michigan. The Chamber is celebrating more than 125 years in operation working to sustain an environment for business success through community leadership, promotion, inclusive business advocacy and valued member services. The Muskegon Chamber is a four-time award winning Chamber, being named Chamber of the Year for the State of Michigan in 2006, 2010, 2012 and 2015 by the Michigan Association of Chamber Professionals.

JOB TITLE

Cruise Ship Liaison and Special Event Internship

JOB DESCRIPTION

Under the supervision of the Events Director, the Intern will provide assistance in event management areas as well as assist with Great Lakes cruise ships docking in Muskegon, MI.

ACADEMIC CREDIT & TIME COMMITMENT

This is an unpaid, part-time internship, but can be completed for academic credit. If the intern wishes to receive academic credit for the internship, it will be the intern's responsibility to make arrangements with his or her school. The Muskegon Lakeshore Chamber of Commerce will provide the necessary job description and performance review upon request. Number of hours may vary based on internship. Number of expected hours will range from 10 to 25 hours per week which could include some after business hours shifts. Intern must be available on the following dates for cruise ships: 6/10/19, 6/13/19, 7/2/19, 7/5/19, 7/24/19, 7/27/19, 8/15/19, and 8/18/19.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO...

- Assist with event coordination including logistics, layout, timing, locations, etc.
- Attend all meetings related to events
- Assist with event preparation
- Assist with scheduling passenger excursions
- Communicate with local attractions
- On location dockside liaison on days the cruise ships are in town

EDUCATION & EXPERIENCE

- Any level student in marketing, communications, event planning, hospitality or related field
- Must know or be familiar with Muskegon County
- Computer skills appropriate to current technology of the office including Microsoft Office Suite.
- Design experience and/or event planning is a plus
- Knowledge in social media platforms preferred
- Writing experience and communications and/or marketing experience preferred

KEY COMPETENCIES

- Excellent customer service skills
- Ability to work in a fast-paced environment
- Strong communication skills
- Attention to detail and accuracy
- High energy, enthusiastic, and self-motivated
- Excellent editing and proofreading skills
- Team-oriented individual
- Demonstrates the confidence to make decisions and asks questions when in doubt
- Demonstrates a pleasant, outgoing personality

HOW TO APPLY

Please send a cover letter and resume to Kristin Knop at kknop@muskegon.org.