



## Ultimate Ventures Fall Internship 2024

**Position:** General Intern  
**Reports to:** Vice President  
**Internship Session:** August 14, 2024 – December 31, 2024  
**Application Deadline:** Monday, June 3, 2024

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### **Company Description:**

Ultimate Ventures (UV) is an Event Planning & Destination Management Company (DMC) in the Dallas-Fort Worth area. We are passionate about bringing the best of Dallas-Fort Worth to life through extraordinary meeting and event planning services. Our team assists meeting professionals with a full range of services including special events, team-building activities, group excursions, and transportation logistics. We work with the top hotels throughout Dallas-Fort Worth, as well as third party incentive houses, national corporate clients, associations, and key local clients. UV is frequently recognized as a Top 25 DMC worldwide by Special Events magazine and has won or been nominated for over 100 industry awards. Our office is located in Addison, TX.

### **Job Brief:**

We are looking for a self-motivated and enthusiastic intern to join our award-winning team of event professionals. As an intern, you will work closely with a highly-skilled supervisor to learn the many facets of working for a destination management company. Interns will have the chance to assist with onsite operations, marketing, proposal development, and administrative responsibilities. Training will be provided, and routine feedback will be given throughout the internship in order to provide valuable learning experiences and growth opportunities.

Interns support the team in a variety of ways including helping the operations team prep, operate onsite, and teardown from events; assisting guests or staff at airports or hotels; general office duties such as answering phones; proposal assistance such as contacting vendors; and general support of the team as needed.

Ultimately, you will gain broad experience in events and should be prepared to enter any fast-paced work environment.

### **Requirements:**

- Ability to multi-task and be efficient, accurate and error-free in the performance of tasks.
- Able to maintain a positive and flexible attitude and be resourceful to solve problems.
- Have strong research and internet skills.
- Possess strong verbal, written and interpersonal skills and exemplify a proactive approach to team support.
- Proficient in MS Word, Excel, Outlook.
- Knowledge of the Dallas-Fort Worth area, event venues, and hotels is a plus.
- Currently enrolled in college as a Junior or Senior OR recently graduated.
- At least one year of professional experience in an office setting or in a hospitality role. (preferable)
- Availability to work a minimum of 20-30 hours per week (8:30AM - 5:30 PM, Monday-Friday), Some night and weekend work may be necessary. We can work around your schedule.
- Driver's License and car accessibility required.

**Compensation:** We are committed to teaching our protégé the skills of our business for academic credit (if available).  
**The internship pays \$15.00 per hour.**

**How to Apply:** Email a cover letter explaining why you would like to work for UV and your resume to **Val Lenington at [val@uvmc.com](mailto:val@uvmc.com)**. **\*\*Include "UV Fall Internship" in the subject headline when you apply.**