Internship Title: Tourism Operations Internship

Internship Site: ECHO, Leahy Center for Lake Champlain and The Tinkering Turtle

Description:

ECHO, Leahy Center for Lake Champlain is one of Vermont's most recognizable and well-loved tourist destinations. Far more than only a museum, ECHO also runs a vibrant event business, a seasonal creemee stand (Champ's Legendary Creemees) and a toy store (The Tinkering Turtle), all located in Burlington, VT. This internship is a unique opportunity to learn about different facets of hospitality and tourism, including daily museum visitorship; food service; retail management; and event management.

This internship will run 30-40 hours per week from mid-May/early June through mid-August. 20 hours per week will be focused on event management, including weddings and other corporate and community events. This will involve learning about building tours, relationship building, interfacing with wedding planners and other vendors, pre-event planning, and day-of logistics. 10+ hours per week will be dedicated to other facets of ECHO's business, including interfacing with guests or visitors at the ECHO front desk, creemee stand, or toy store. You will have the opportunity to see the day-to-day triumphs and challenges that come with running a tourist destination during a busy Burlington summer.

Desired qualifications/skills/coursework:

> Currently enrolled as a full-time student at UVM with a career interest in the hospitality and tourism industry
> Must be available to work flexible hours, including evenings and weekends (occasionally including both Friday and Saturday evening)
> Must be available at least 30 hours per week
> Successful candidates will demonstrate the following skills: reliability, curiosity, confidence, anticipation of needs, enthusiasm, compassion, and patience

Supervision: This role will be mentored by our Director of Sales & Guest Services; however, day to day super How to Apply:

1. Click the following link to view the Rubenstein Perennial Internship Descriptions in Handshake: https://uvm.joinhandshake.com/employers/226837

• If asked to log in: click "UVM Net ID Login" & login.
• Click the Favorite button to enable easier searches in the future.

2. Click "View All Jobs" in Jobs at Rubenstein Perennial Internship Program box on right side of page.

3. You should now see the great Perennial Internship opportunities! Click "View Details" to learn more about each position.

• Please do take the time to carefully read each individual description so that you don't miss a great opportunity by judging an internship solely on its title.
• You may apply for up to three Perennial Internships.
• All applications are due by   .

4. You'll need to upload both required documents in Handshake before you can apply for any Perennial Internship:
• Click on your name at top right of screen in Handshake
• Select Documents.

5. Please upload all documents as pdfs. The following are the required documents:
• Resume
• Cover Letter
i. You should write and upload a unique cover letter for each position to which you are applying.
ii. In your cover letter, provide the name & contact information for at least one professional reference. This27 (r c)6TJT[u r6 (3 (d o do)5 (c)-1 on[u r (t)-2 (c)-(uni)3t)-2 ( ) (th)2)-2 (oa) s, r (t)-2Ui (t)-2U
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7. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:

• The Rubenstein Student Advisory Board members are great at reviewing resumes/cover letters and providing helpful feedback! Email the SAB to schedule an appointment after the start of the semester, or stop by their peer mentoring hours when the Spring semester starts (schedule to be posted by Jan 16, 2024): rsenrsab@uvm.edu

• Get your resume and cover letter reviewed by a Career Counselor at the Career Center. You can check the Career Center's drop-in hours here. The Career Center also offers a guide on