



Position: Sales and Marketing Intern

Office Location: Montage Mountain Lodge
Hours: Varies, can adapt to class schedule
Pay Rate: Unpaid, College Credit, \$7.50 - \$9.00 Hourly
Reports to: Director of Sales and Marketing
Required Skills: Microsoft Office
Preferred Skills: Mail Chimp, InDesign, Photoshop, Illustrator
Education Track: Sales, Marketing, Graphics, Related Field

Required Experience/Responsibilities:

- Assists Sales and Marketing Department with administrative tasks
- Edit and Create email blasts
- Updates content on official and third party sites
- Update calendars, photos, and events on official and third party sites
- Assist with social media campaigns via posting to Facebook, Twitter, and more
- Attend/work special events, and community events on and off site
- Researches competitors rates, promotions, and programs
- Mail, print, copy, file, and create items as needed
- Coordinate with group sales staff on group visits and schedule
- Candidate must have a general understanding of winter recreation activities including skiing and snowboarding.
- Candidate must have the ability to work varying shifts, including nights, weekends, and holidays.
- Candidate must have the ability to stand for long periods of time.
- Candidate must have reliable transportation to and from work regardless of winter weather/variable road conditions.

This job description cannot possibly include a comprehensive listing of all the activities, duties, or responsibilities that may be required by the organization and/or members of management. It reflects management's assignment of essential functions, but it does not prescribe or restrict the additional tasks that may be assigned.



Position: Management Intern

Office Location: Montage Mountain Lodge

Hours: Varies, can adapt to class schedule

Pay Rate: Unpaid, College Credit, \$7.50 - \$10.00 Hourly

Reports to: Director of Front End Operations

Required Skills: Leadership, motivation, delegation, prioritization

Preferred Skills: Previous management/supervisory positions

Education Track: Business, Recreation, Sports Management, Related Field

Required Experience/Responsibilities:

- Assists the Guest Services Department with administrative tasks
- Supervise all aspects of the Montage Mountain guest experience
- Properly acknowledge and resolve guest comments and complaints
- Assist in the training of new employees
- Assist in the scheduling of 30+ employees
- Responsible for the distribution and reconciliation of the resorts daily cash bank
- Assist in resorts daily bookkeeping and revenue processing
- Make spontaneous decisions resulting in satisfied guests and happy employees
- Assist in the coordination and execution of all resort events
- Candidate must have a general understanding of winter recreation activities including skiing and snowboarding.
- Candidate must have the ability to work varying shifts, including nights, weekends, and holidays.
- Candidate must have the ability to stand for long periods of time.
- Candidate must have reliable transportation to and from work regardless of winter weather/variable road conditions.

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Position: Accounting / Human Resources Intern

Office Location: Montage Mountain Lodge

Hours: Varies, can adapt to class schedule

Pay Rate: Unpaid, College Credit, \$7.50 - \$9.00 Hourly

Reports to: Office Manager

Required Skills: Extreme numerical/alphabetical organization

Preferred Skills: QuickBooks, invoicing, payables/receivables, HR law

Education Track: Accounting, Human Resources, Business, Related Field

Required Experience/Responsibilities:

- Assists Office Manager with administrative tasks
- Responsible for the distribution and reconciliation of the resorts daily cash bank
- Assist in resorts daily bookkeeping and revenue processing
- Revenue organization, logging, and depositing
- Process and organize accounts payable and receivable
- Organize invoices and vendor accounts
- Perform daily cash drawer and weekly vault audits
- Complete new hire checklists for applying employees
- Ensure employee file completion and proper organization of such
- Candidate must have a general understanding of winter recreation activities including skiing and snowboarding.
- Candidate must have the ability to work varying shifts, including nights, weekends, and holidays.
- Candidate must have the ability to stand for long periods of time.
- Candidate must have reliable transportation to and from work regardless of winter weather/variable road conditions.

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Position: Recreation and Events Intern

Office Location: Montage Mountain Lodge

Hours: Varies, must have flexible availability for events

Pay Rate: Unpaid, College Credit, \$7.50 - \$9.00 Hourly

Reports to: Director of Sales and Marketing

Required Skills: Leadership, charisma, and knowledge of winter snowsports

Preferred Skills: Prior experience/classwork with special events programming

Education Track: Marketing, Recreation, Event Planning, Related Field

Required Experience/Responsibilities:

- Work with the team responsible for event conception, planning, and facilitation
- Lead and “own” each event from start to finish
- Book and coordinate birthday parties
- Coordinate corporate events
- Organize events calendar and schedule event meetings
- Coordinate responsibility allocation between different departments
- Work with and manage seasonal staff through events
- Attend on and off site promotional events
- Candidate must be able to withstand extreme winter weather conditions
- Candidate must have a general understanding of winter recreation activities including skiing and snowboarding.
- Candidate must have the ability to work varying shifts, including nights, weekends, and holidays.
- Candidate must have the ability to stand for long periods of time.
- Candidate must have reliable transportation to and from work regardless of winter weather/variable road conditions.

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