



Destination Management Internship

Nexus Global Meetings & Incentives, LLC – Greenville, SC

ABOUT US

Nexus Global Meetings & Incentives (www.nexusgmi.com) is a boutique meeting planning firm that provides professional meeting planning services to discerning clients who demand the highest levels of performance and service. Nexus specializes in C-level meetings and events both domestically and internationally. The foundation of the business is built on the premise that our clients prefer a boutique-style firm that is a valued and vested partner in the success of their business.

We are expanding our services to include a destination management division focused on delivering individually tailored experiences for corporate clients visiting the Greenville/Upstate area. We are looking for a professional, enthusiastic, self-starter to join our team on this exciting new project.

DESCRIPTION

The Destination Management Intern will play an integral role in the development of a new destination management provider in Upstate South Carolina. This individual will play a strong supporting role in market analysis as well as the development of the resource library of products, services and tools necessary to support the expansion and launch of the Greenville-based operation. The intern will report to the Meetings and Event Management Specialist and be under the supervision of the Managing Director.

The ability to work independently, communicate effectively and function in a professional manner will be critical to success. The ideal candidate will have a creative mind, excellent written and computer skills, and a knack for organization and process development.

RESPONSIBILITIES

Destination Management:

- Research and participate in a competition analysis
- Participate on a project team to develop a proposal and pricing strategy
- Participate on a project team to produce the following program concepts and solutions for clients:
 - Venues – Hotels, Restaurant and Private Dining, Off-Premise, Sporting, Theatre, Other
 - Caterers – Off-Premise
 - Transportation Management Services
 - Team Building Activities
 - Group & Individual Activities
 - Entertainment
 - Photographers & Videographers
 - SWAG – Local/Regional Amenities & Gifts
 - SWAG – Attire & Gifts
 - SWAG – Post Event Engagement Souvenirs (Photo books, prints on canvas, etc.)
 - Décor – Floral, Linens, Specialty Rentals
 - Registration and On-Site Staffing

- Develop and maintain positive and cooperative relationships with vendors and strategic partners
- Prepare and assemble materials for proposals and client presentations
- Develop a client agreement template
- Research and participate in a market analysis
- Develop sales & marketing resource materials, ensuring consistency with companywide branding efforts
- Develop a sales & marketing plan
- Ensure project deadlines are met
- Other functions as assigned

QUALIFICATIONS

Required:

- Education/Experience: Recently graduated from or currently enrolled in a college or university (preferred fields of study in Hotel, Restaurant, Tourism, Hospitality or Event Management)
- Strong verbal and written communication skills are a must
- Demonstrated ability to work and collaborate within a team
- Highly organized and detail oriented
- Creative
- Highly motivated
- Demonstrated presentation skills and proficiency with Office applications (with emphasis on PowerPoint)
- Enthusiastic, positive can-do attitude and strong desire to be a key contributor in a highly dedicated team

Preferred:

- Prior work experience in event management, hotel catering and/or conference services

JOB TYPE:

- Paid Internship

Location: Greenville, South Carolina

Duration: 10 WEEKS, 400 Hours

- The application deadline is **April 10**.
- **10 Weeks = SUMMER May 11 - July 28**; Memorial Day Holiday (Closed) Monday, May 25; Independence Day Holiday (Closed) Friday, July 3; dates are flexible within reason
- Must be currently enrolled as a student (proof of enrollment will be required if selected for an internship)
- Must be a rising Junior, Senior, or Graduate student
- Must have at least a 3.0 GPA
- Must have the legal right to work in the United States
- Please note this position is located in **GREENVILLE, SC** – if selected for this opportunity, interns are responsible for securing their own housing

Commitment: 40 Hours Per Week, Monday – Friday

Compensation: Minimum Wage \$7.25 Per Hour