

CATERING & EVENTS INTERN

WHO WE ARE

Canoe Brook Country Club is recognized as one of the Top 100 Country Clubs in the US and was recently honored as a Top 150 Platinum Club of the World by the Club Leaders Forum. Founded in 1901, our Club is situated just 20 miles west of New York City, nestled in the historic towns of Summit, Millburn, and Short Hills. With over 3,500 active members, Canoe Brook remains a family-oriented club committed to providing exceptional service and memorable experiences. Our dedicated team of hospitality professionals is passionate about creating unforgettable moments for our members and their guests, whether through fine dining, sports and recreation, hosting special events, or fostering a welcoming community atmosphere.

DESCRIPTION

Are you passionate about hospitality and eager to gain hands-on experience in the exciting world of catering and member events? Our Catering and Member Events Internship offers a unique opportunity for individuals looking to explore the dynamic field of event planning and catering services. In this role, you'll work closely with our experienced events team, learning the ins and outs of coordinating and executing memorable experiences for our members and their guests. You'll have the chance to assist in planning, organizing, and delivering a variety of events, from intimate gatherings to large-scale celebrations, while also engaging with members and helping create a welcoming atmosphere. This internship is perfect for anyone looking to develop their skills in event management and catering while building valuable industry connections. If you're enthusiastic, organized, and ready to learn in a fast-paced and friendly environment, this internship might be the perfect fit for you. Join us in making every event a special occasion and leave a lasting impression on our members.

RESPONSIBILITIES

- Assist in planning and organizing private catering events and Club hosted member activities.
- Support the events team during the event execution, ensuring all details are managed.
- Help prepare event materials, including menus, signage, and guest lists.
- Maintain communication with vendors and suppliers for catering needs.
- Participate in post-event evaluations to gather feedback and improve future events.
- Set up event spaces according to the specified arrangements and themes.
- Provide excellent customer service to members and guests during events.

REQUIREMENTS

- Must be pursuing a degree in Hospitality, Event Management, or a related field.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Ability to work well in a team and collaborate with diverse individuals.
- Must be comfortable working evenings, weekends & holidays as required for events
- A positive attitude and eagerness to learn in a fast-paced environment.
- Basic knowledge of catering services and event planning processes.
- Previous experience working or training in food and beverage service at a private club preferred

OTHER BENEFITS

- Employee Meals
- Ability to attend local CMAA Chapter Events
- Resume & Cover Letter review with Director of Human Resources
- \$19 - \$22 per hour depending on experience. Eligible for holiday pay
- **Housing:** Canoe Brook Country Club has made accommodations with a local university to provide our interns with a fully furnished dorm on a space-available basis. A weekly payroll deduction covers each intern's use of the apartment. The local university is 2 miles from the club, you will be responsible for your transportation to and from the club.

Training Program Evaluation: There will be a mid-internship performance review during the internship which will be given halfway through the program. This review is designed to provide constructive feedback on your performance and in conjunction with the scheduled bi-weekly supervisory meetings, to encourage a structured learning environment.

TO APPLY

Please email your resume to Canoe Brook Country Club HR Director, Alexandra Huezo at ahuezo@canoebrook.org, subject line "Catering and Member Events Internship"