

# CSI DMC

DESTINATION & EVENT MANAGEMENT

## INTERNSHIP AT CSI DMC

The CSI DMC internship is an excellent opportunity for college students and aspiring young professionals to be part of a dedicated team and to gain relevant industry experience in a fast paced, creative environment with a long-standing, successful destination and event management company.

### CURRENT OPENINGS ARE IN THE FOLLOWING CSI DMC LOCATIONS:

- CSI Washington, DC located in Falls Church, VA
- CSI Washington, DC located in Washington, DC in-house at a downtown hotel
- CSI Orlando located in Orlando, FL
- CSI South Florida located in Hollywood, FL
- CSI Boston located in Boston, MA
- CSI Texas located in the up & coming area of "The Hill" neighborhood of Dallas, TX
- CSI Nashville located in Nashville, TN
- CSI Chicago located in downtown Chicago, IL
- CSI Vegas located in the Green Valley/Henderson neighborhood of Las Vegas, NV

### INTERNSHIP PERIODS:

SPRING INTAKE: Early January through Mid-May\*

SUMMER INTAKE: Early/Mid-May through Mid/Late-August\*

FALL INTAKE: Mid- August through Mid-December\*

*\*Date exceptions are made on a case-by-case basis*

### COMPENSATION/BENEFITS

CSI interns will receive a monthly compensation and school credit where applicable. Work-expenses are reimbursed per event managers' approval.

### POSITION DESCRIPTION

The CSI DMC internship program offers an opportunity to grow skillsets and experience in event planning, client service, teamwork and administration in a variety of ways. Unless otherwise negotiated, this is a full-time position.

### TYPICAL TASKS

Assist Event Managers in the coordination and execution of special events for a range of corporate and association clients, handle onsite needs as directed, work with vendors, research costing, assist Account Managers with proposal and marketing activities, and work onsite at events as required. Assist with office management by taking client and general calls, and other projects as assigned.

### PROCESS:

- 1) Fill out the internship application form here:  
<https://forms.office.com/Pages/ResponsePage.aspx?id=nQO3FcUbu0e8LTLAaN6gifqtP-eX28xHvfmieveMmphURENZQjZCRTZEN1NUQ0paS05IUzY3UDNZTy4u>  
We will follow up with you as soon as possible.
- 2) After reviewing, interviews will be scheduled for selected candidates. In person meetings are preferred, but phone interviews are acceptable.

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- 3) Interviewees will be notified within 2-3 weeks and will receive an internship agreement.
- 4) The agreement must be signed and sent to CSI before the internship begins.