

## INTERNSHIP/PRACTICUM OPPORTUNITY

**Internship Company:** Washington Duke Inn & Golf Club

**Internship Department:** Sales & Marketing, Management

**Internship Title:** Executive Club Intern

**Intern Reports To:** Executive Club Manager, 919.313.9604, [jsheets@wdigc.com](mailto:jsheets@wdigc.com)  
Human Resources Manager, 919.313-2187, [dmerrell@wdigc.com](mailto:dmerrell@wdigc.com)

**Internship Time Period:** Summer Internship

**Internship Length:** 152-240 Hours/19-30 Days/4-10 Weeks

**Intern Work Schedule:** Very flexible

**Internship Compensation:** Unpaid Intern

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### Job Description:

- Assist the Executive Club Manager with Club and event management and marketing as well as Membership Organization and Processing as needed
- Collect and input Member Profile information into membership database
- Assist with the planning, marketing and execution of any Executive Club events
- At the beginning of each month, remove membership cards and profiles of dropped members from the previous month and file them in dropped members binder and card file box
- Design marketing flyers for membership sales and event promotion
- Coordinate mailings to frequent guests
- Coordinate mailings to local companies
- Facilitate mailing of membership renewal letters and reminder letters
- Update membership information, dining preferences and allergies in the restaurant's Open Table database
- Assist the sales department with marketing projects, mailing projects and putting together sales kits