

SevenVenues Architecture Intern Description

Status: 4-6 Weeks, Unpaid, College Credit

Description:

SevenVenues, a department of the City of Norfolk, manages the main entertainment venues in the Downtown Norfolk region including Scope Arena, Chrysler Hall, and the historic Attucks Theatre.

The Marketing department is responsible for branding and marketing nearly all events that are hosted by the company. These include tasks such as advertising, public relations, copy writing, graphic design, group sales, internet advertising, grass roots marketing, and some non-profit grant work.

The Architecture Intern will assist SevenVenues staff with a number of projects to support the organization's needs. These tasks may include (but are not limited to):

- Use CAD system to create drawings of venues that outline individual seating and venue concourse maps
- Work collaboratively with all SevenVenues staff
- Any work that is assigned as part of a school/university requirement, including written reports, evaluations, and/or presentations
- Any other administrative tasks that may arise

Applicants should have experience with doing CAD drawings. Knowledge of Microsoft office products a plus. Ability to communicate and interact with staff, clients, and tenants in a professional and courteous manner a MUST.

The ideal candidate for this position needs to have an interest in marketing and technology, with either professional or academic experience in these areas.

To apply for this internship, please email or fax your cover letter, resume and reference contact information to:

Sarah Schick
Marketing Coordinator, SevenVenues
201 E Brambleton Ave
Norfolk, VA 23510
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757-664-6954
757-664-6990 (fax)

Deadline for materials is rolling.