

**CANALSIDE BUFFALO
2018 INTERNSHIP APPLICATION**

Name: _____

Date: _____

Current address:

Street: _____

Apt: _____

City/St/Zip: _____

Phone #: _____

Email Address: _____

College Attending: _____

Date of Graduation: _____

Permanent Address:

Street: _____

Apt: _____

City/St/Zip: _____

Phone #: _____

Social Security #: _____

Date of Birth _____

Major: _____

Minor or Concentration: _____

Minimum hours required for internship _____

Date of first availability: _____

*The Canalside Buffalo begins in early April, but students attending college outside the Buffalo area may still begin their internships at the conclusion of their Spring semester.

Days of Week & Hours of availability: _____

Education History:

School Name

Dates Attended

Major

Degree

Employment History:

Employer Name

Dates

Position Held

Duties

Please check the internship areas that you are interested in. *Please remember the more you choose, the better your chances of getting an internship can be. You can also rank your desired positions from 1-on.

_____ **Event Management:** Interns will assist the Canalside Event Managers in the execution of Canalside events, concerts, daily programming. Interns will be in planning meetings and expected to attend events and programs as needed.

_____ **Ticketing/Box Office:** Working with Sales manager and event managers to ensure ticketing and all event registration procedures are met. Work with staff on event days to make customer experience is at a high level.

_____ **Marketing:** Intern will assist the overall marketing strategy of Canalside. Interns will assist in brand development across social media platforms, event signage and customer service initiatives.

_____ **Graphic Design:** Intern will be responsible for creating graphics, external marketing use. Intern should have some Adobe Creative Suite Software experience.

_____ **Hospitality Management:** To develop an in depth understanding of a multi-faceted food service organization. Learning program will encompass managing food vendor relations, billing and communication skills between staff and client. Must be prepared to work large scale Canalside events.

What are you school's internship requirements? Please include Academic supervisor's contact name, email and phone number.

What strengths/skills would help you excel in as an intern with Canalside Buffalo ?

What skills are you interested in developing if you are accepted as an intern with Canalside Buffalo?

What aspect of an internship with the Canalside Buffalo excites you the most? What are you most looking forward to?

Please describe any past experience, extra-curricular activities or community involvements that would help you succeed as an intern with Canalside Buffalo.

Where does an internship with the Canalside Buffalo fit in your plan to grow your career? What do you plan to take away from this internship?

Please list at least (2) educational or professional references that have direct knowledge of your character and abilities:

<u>Name</u>	<u>Relationship</u>	<u>Email</u>	<u>Phone Number</u>
1.			
2.			

Read carefully before signing:

I certify that the above information is true and complete to the best of my knowledge, without omission of consequence. I agree that any misrepresentation, false statement or omission, made by me with respect to the information contained on this application or subsequent physical examination shall be sufficient cause to terminate my employment. I agree that any offer of employment and acceptance thereof, does not constitute a binding contract of any length and that such employment is terminable at the will of either party, subject to applicable state and/or federal laws. I also authorize you to solicit reports from prior employers, schools and references and grant permission to such sources to release such information to you expect as limited above:

I further recognize that employment is subject to:
-your receiving acceptable reports from all references solicited

I also recognize that I will be required to:
-furnish a work permit if I am under age 18.
-produce original documents specified by the federal government establishing my identity and authorization for employment and sign Form I-9, Employment Eligibility Verification, under penalty of perjury, that documents presented are genuine and relate to me.
-sign an Associate Agreement dealing with your policy on confidential information, assignment of inventions, conflicts of interest and restriction of competitive employment and certain other employment forms.

Signature of applicant: _____ **Date:** _____

Please return completed application (please include resume) to:

**Tina Lesher
Canalside Buffalo
One James D. Griffin Plaza
Buffalo, NY 14203**

Applications/Resumes may also be emailed to: tlesher@rich.com