



# NBC OLYMPICS GUIDE INTERNSHIP

## JOB DESCRIPTION

NBC is looking for highly motivated individuals to assist with the on-site logistics for our client entertainment program at the 2010 Olympic Games in Vancouver, British Columbia. This individual will serve as the “face” of NBC as they will interact daily with NBC and GE executives, as well as top advertising clients. NBC will entertain approximately 1,600 guests in four waves throughout the Games period. Our goal is to ensure that the guests have a wonderful time in Vancouver and a truly unforgettable Olympic experience.

The position will require a team player who is efficient, organized, well-groomed, and outgoing – a person that is willing to give 100% and work long hours to ensure that the our program runs smoothly. Candidates must have a great attitude and strong work ethic. This individual must speak fluent English, should have a passion for sports and the Olympic Games, be comfortable speaking in front of large groups of people, and be willing to work extremely long hours. Interns work 7 days a week/12 hours per day. It is important to note that all candidates must be in excellent health, as many of the duties will include physical activity.

The following is a list of responsibilities that the position would include but not be limited to:

- Airport meet and greets
- Baggage handling
- Transportation assistance
- Bus escorts to/from Olympic events
- Bus escorts to/from offered activities
- Directional support
- Guest services
- Event set-up
- Merchandise fulfillment
- Picking and packing of Olympic tickets
- Coordination of activity schedules/sign-ups
- Administrative support

## ASSIGNMENT LENGTH

Approximate Dates of Availability: February 5 – March 2, 2010

## LOGISTICS

NBC Olympics will provide shared housing and meals at all work locations. Interns will be responsible for arranging their own flights to/from Vancouver.

## TO APPLY

Submit resume and cover letter to:

Hannah Park- NBC Corporate Events

30 Rockefeller Plaza (75 Rock), Room 24.26N2, New York, NY 10112 or email [Hannah.park@nbcuni.com](mailto:Hannah.park@nbcuni.com)

\*Please note that this is an unpaid internship. To be considered, students must be able to receive academic credit, which NBC Olympics will reimburse for 1 credit up to \$1000.