

Campus Rentals & Sales Intern – Position Description

The Campus Rentals & Sales Intern will play an active role in driving business to the Kennedy Center by supporting event coordination while also helping identify and engage new clients. This internship is an excellent opportunity for anyone — from students to retirees — who wants to gain hands-on experience in event sales, outreach, and customer service while contributing to the success of one of the nation’s premier performing arts centers.

Key Responsibilities

- Actively participate in outreach efforts to promote the Kennedy Center’s venues for private events, meetings, receptions, and conferences.
- Conduct market research to identify prospective clients, including local, national, and international businesses, cultural organizations, and event planners.
- Assist in creating outreach materials, drafting emails, and supporting call campaigns to generate new business leads.
- Help maintain accurate contact and event information in the Kennedy Center’s Customer Relationship Management (CRM) system.
- Support the Campus Rentals team by responding to rental inquiries, gathering event details, and preparing proposals and cost estimates.
- Contribute to planning and logistics for confirmed events, including scheduling, document preparation, and client communications.
- Provide on-site support for select events, shadowing event managers and learning how events are executed from start to finish.
- Perform general administrative duties and other tasks to ensure smooth team operations.

Qualifications

- Open to candidates of all backgrounds and career stages — students, early-career professionals, mid-career changers, or retirees interested in contributing their skills.
- Enthusiasm for sales, outreach, and relationship-building with a strong customer service mindset.
- Excellent communication skills and confidence when reaching out to prospective clients.
- Ability to conduct market research and summarize findings to support business development.
- Strong organizational skills with attention to detail and ability to manage multiple priorities.

- Proficiency with Microsoft Office Suite (Word, Excel, Outlook); willingness to learn CRM and event scheduling software (training provided).
- Availability to work onsite at the Kennedy Center, with flexibility for occasional evening or weekend events.

Learning & Growth Opportunities

- Gain practical experience in sales outreach and lead generation for a world-class arts institution.
- Learn professional tools and techniques for market research, CRM management, and event planning.
- Build skills in proposal support, contract preparation, and client relationship management.
- Network with industry professionals across event management, production, facilities, and marketing teams.
- Contribute to real revenue-generating efforts that help support the Kennedy Center's mission.