

**TETHEROW**  
BEND OREGON



**Tetherow Resort is excited to announce our 2019 Summer Internship Program!**

Tetherow is hosting a summer internship program to allow collegiate students to gain experience in the hospitality and golf industries. Rated “Number 1 Resort in Oregon” by Conde Nast, Tetherow is constantly thinking outside the box to provide phenomenal service to its guests and members. The active and dynamic luxury resort lies at the foot of the Cascade Mountains, is nestled amongst the trees of the Deschutes National Forest, and is just minutes from downtown Bend, Oregon. Offering an exceptional 18-hole golf course, 50-room boutique hotel, recreation center, pool, three restaurants, event pavilion, and vacation homes, Tetherow is looking for interns that are eager to be part of our lively lifestyle.

A summer with Tetherow should deliver a solid foundation of knowledge about the position you’re applying for, leave you feeling well informed to make decisions about what sector you want to continue your degree/career in, and provide you with plenty of opportunities to have an active and adventurous summer in Central Oregon.

In addition to the day to day duties of the position the intern is selected for, each intern will be expected to complete the requirements established by OSU Cascades, including a special project. All projects will be presented to the intern’s management team during the last week of the internship.

**Available Internship Positions Include:**

**Golf Department- Sales Merchandise Associate**

This Internship position ensures each guest receives a personal shopping experience by offering genuine, friendly, and knowledgeable service. The Intern will assist the Resort Merchandiser in purchasing merchandise, create shop displays to showcase apparel and equipment, as well as learn inventory control strategies. This position will also serve as a golf shop attendant, which includes performing daily operations of the golf shop, making and receiving phone calls with members and guests, maintaining the appearance of the golf shop, organizing start times (including tee sheet recording/reconciliation), managing the POS system, and assisting with promotional programs.

**Hotel/Lodging Department- Guest Services Associate**

The Guest Services Associate is responsible for providing genuine warmth and hospitality to each guest. The primary functions are to answer, record, and process all guest requests and deliver quality service during check-in and check-out. The intern will also be able to learn reservationist duties and responsibilities.

**Food and Beverage Department- Front of House**

The Front of House Intern will assist with the everyday front of the house operations for one of our food and beverage outlets. The front of house intern will be responsible for providing exceptional guest service, creating training procedures for team members, ensuring excellence in food quality and presentation, ordering product, assisting with inventory, learning cost control and revenue analytics, building a budget and contributing to the overall growth of Tetherow Resort.

#### Food and Beverage Department- Back of House

The Back of House Intern will work closely with our head chef in the Banquet and Catering department. As an intern, you will learn how to execute and accommodate large events, while maintaining quality. The back of house intern will be responsible for offering various menu preparation techniques, excellent plate presentation, ordering products, assisting with inventory and understanding cost control. There is also opportunity to shadow our two other head chefs in Solomon's and the Row to gain exposure to working as a line cook.

#### Fitness Department- Fitness Attendant

Responsible for assisting in all operations of Tetherow Sport. Ensures that all fitness, service, and functions within the facility provide the absolute best member/guest experience and attain all facility objectives. Opportunity to improve operation standards as well as develop new programs for personal training and group fitness per interns desired project topic.

#### Agronomy Department- Golf and Landscape Maintenance

Golf and Landscape Maintenance interns will participate in all facets of our golf course maintenance program. This includes, but is not limited to, topdressing, fertilizer applications and irrigation practices. Interns will have the opportunity to receive an introduction into the management plan, annual budget, employee scheduling, carrying out morning meetings and equipment maintenance. Management of crews, small construction projects and the opportunity to work with Tetherow's landscaping crew may also be potential areas of focus.

#### Marketing Department- Graphic Design

Our marketing team supports the entire resort, including golf, lodging, dining, events, real estate, membership, amenities and more! In this role, the Graphic Design intern will assist the marketing department with external campaigns, as well as creating internal marketing collateral.

#### Sales Departments- Wedding and Events

In a fast-paced, luxury resort setting, jumpstart your career in the Wedding and Special Events Industry. The purpose of the Wedding and Events intern is to assist with the planning, set-up, execution and breakdown of events. In this role, you will learn how to create and review BEO's (banquet event orders), communicate with vendors and event hosts, as well as help ensure timely, courteous and efficient customer service.

#### **Opportunities and Requirements:**

The Tetherow Internship Program is a 75-day program with flexible start dates to accommodate quarter and semester university students. Interns are required to be available through the duration of the program, commit to 32–40 hours per week (based on department), and must attend all scheduled events. Throughout the program, social events will be scheduled to inform interns about various aspects of our company, as well as allow networking opportunities with fellow interns and current Tetherow employees.

#### **Additional Information:**

Pay: All of our internships are paid positions. Interns will be paid Oregon's minimum wage of \$10.75.

University Credit: Tetherow encourages continuous learning and values the importance of higher education. Therefore, Tetherow will reimburse the cost of tuition for those selected to participate in our summer internship program. All selected candidates will enroll in an internship course through Oregon State University. The requirements of this course include, but are not limited to, working a minimum of 200 hours at Tetherow and present their special project assigned to their management

team during the last week of the internship. Once all requirements are met, 3 credits will be transferred to the intern's home institution.

Housing: We know finding temporary housing can be tough. Therefore, we have partnered with the housing services at Oregon State University- Cascades to offer affordable housing to the students selected. Financially, the intern will be responsible for all housing costs.

**To Apply:**

Please send the following items to **careers@tetherow.com** by **March 15<sup>th</sup>, 2019** to be considered-

- Cover letter, specifying the internship position you are applying for
- Resume
- Two letters of recommendation-
  - One from a university official/advisor/faculty member
  - One from a personal reference
- Statements to the following three questions (Maximum 500 Words Total)-
  - Why does an internship at Tetherow interest you?
  - How will an internship at Tetherow assist you with your educational and career goals?
  - What hobbies/activities do you participate in outside of school and work?

***We can't wait to hear from you!***