



ICHRIE 2025 INDY

2025 ICHRIE GLOBAL CONFERENCE

FULL THROTTLE: ACCELERATING INNOVATION IN HOSPITALITY EDUCATION

INTERNSHIP JOB DESCRIPTION

ABOUT ICHRIE

The International Council on Hotel, Restaurant, and Institutional Education (ICHRIE) is a global non-profit professional association dedicated to enhancing education, research, service, and business operations in the hospitality and tourism industry. As an inclusive and collegial organization, ICHRIE values creative, ethical, and progressive action to improve global hospitality and tourism education and research.

ABOUT THE ICHRIE RESEARCH CONFERENCE

The ICHRIE Student Research Conference 2025 will take place from **June 18-20, 2025**, at the **JW Marriott Indianapolis**. This conference brings together students, educators, and industry professionals to share insights, research, and innovations in hospitality and tourism.

As a student intern, you will have the opportunity to gain hands-on experience, expand your professional network, and develop leadership and organizational skills by assisting in the execution of this prestigious event.

INTERNSHIP RESPONSIBILITIES

Interns will be assigned tasks based on their expertise, interests, and skills. Responsibilities may include, but are not limited to:

Pre-Conference Responsibilities:

- Participate in pre-event planning meetings with the events and conference team.
- Help design and print conference badges and certificates.
- Organize and prepare materials for registration and conference sessions.

On-Site Responsibilities During the Conference:

- Welcome & Hospitality: Greet attendees, guide them to the correct rooms, and answer questions about schedules and locations.
- Session Support: Monitor conference rooms, conduct headcounts for sessions, and provide speaker assistance as needed.
- Social Media & Content Creation: Capture high-quality pictures and videos for social media coverage.
- Registration Desk Assistance: Print, organize, and distribute badges to attendees. Respond to inquiries from attendees and volunteers.
- Event Coordination: Support event logistics, ensure smooth transitions between sessions, and assist in troubleshooting any issues if needed.

INTERNSHIP REQUIREMENTS

No prior experience required

- Must be a current university student pursuing a degree in Hospitality, Tourism, Business, or a related field.
- Strong organizational and multitasking skills to handle various responsibilities effectively.
- Excellent communication and teamwork skills to interact with attendees, speakers, and fellow interns.
- Enthusiasm for hospitality and tourism industry events and a proactive approach to learning.
- Ability to commit to pre-conference meetings and attend the conference in Indianapolis from June 18-20, 2025.

BENEFITS OF THE INTERNSHIP

THIS IS NOT A PAID INTERNSHIP

- Hands-on experience in event coordination and hospitality management.
- Networking opportunities with industry professionals and educators.
- A certificate of completion recognizing your contribution to the conference.
- The opportunity to develop leadership, problem-solving, and organizational skills.

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