

# MANAGEMENT INTERNSHIP - MEETING & EVENTS

HELLO  
TALENT

## Opportunity

Planning and executing meetings and events at Zoku's first location in Amsterdam.

## Department

During this management internship (minimum 5 months), you will be an integral member of our Better Together team at Zoku which focuses on hosting inspiring meetings and events.

As set out in the responsibilities on the following page, this internship will consist of working alongside the Meeting & Events Lead to secure, plan and execute meetings at Zoku. Zoku has 360 sq meters of flexible meeting & event spaces to host both corporate and community / lifestyle events. Activities include team brainstorm sessions, industry talks, product launches parties, company off-sites, morning yoga classes and more. We want to facilitate everything from a healthy lifestyle, to thought-leadership, to career development and all sorts of hoopla.

Possibility to have time for assignments/projects when desired as part of a MBO(+) or HBO (college) curriculum.

## Who can apply

People who truly love to make guests happy and go out of their way to make their experience unforgettable, are curious and neighborly. Genuine people looking to gain valuable experience as an intern in the wonderful world of hospitality and event planning, as part of their MBO+, HBO(college) or Master degree. Especially students in the fields of hospitality, event management, facility or tourism management might love to take on this challenge. Students and graduates outside these fields are also welcome to apply.

## Placement Type

Management placement, hotel opening, meeting and events / banqueting

## Zoku

Facilitating global living and working, Zoku is a new category in the hotel industry: A home-office hybrid, also suitable for long stays, with the services of a hotel and the social buzz of a thriving neighborhood. It's a place to call your second home from your first visit. Zoku is optimally suited for people living and working in a city for between five days and three months. Zoku offers the travelling professional – the global nomad – a home base with both a smart Zoku Loft (private areas) and social spaces (communal areas) to work, sleep, play and live in. The first Zoku opened in May 2016 in the heart of Amsterdam in the Metropool building on the Weesperstraat.

The team: you will work with a team of entrepreneurial and friendly spirits who love to create one big family and providing the best possible service in the broadest sense: from welcoming guests to Zoku, making the best coffee to connecting them to the city, facilities and services. There are no separate teams, we all work together creating the best Zoku experience for all visitors. We have a variety of complimenting backgrounds and strong business knowledge and private equity experience. We created or worked for innovative concepts like citizenM, Spaces and Creative Valley as well as high-level service organizations like Ritz-Carlton. We speak a mix of languages Dutch, German, English, Swedish, French and a bunch of local dialects.

For more on Zoku, please visit [livezoku.com](http://livezoku.com).

## Location

Amsterdam, The Netherlands

## Key responsibilities include:

- Assisting the Meeting & Events Lead in the sales process of guiding prospective clients in tours throughout the space and fielding meeting & events inquiries;
- Assisting the Meeting & Events Lead in the coordination and planning process of hosting a wide range of meetings & events at Zoku;
- Onsite presence for meeting & event execution. Working in operations / where necessary during meetings and events, constantly being in contact with the Meeting & Event Lead and flexible event staff;
- Reviewing and constantly looking for new ways to improve Better Together's offering, increase efficiency of service and profitability and keeping an eye on new trends emerging in the market.

## We are looking for a candidate who:

- Loves the art of hospitality and genuinely taking care of guests to create memorable experiences
- Manages many tasks at once while maintaining a cool head and warm smile
- Enjoys roles that are broad in scope, where each day brings something different
- Shows accountability and impeccable attention to detail
- Communicates clearly and concisely
- Is enthusiastic, humorous and friendly
- Has an entrepreneurial spirit and enjoys discovering new things
- Is fluent in English
- Previous experience in event management or banqueting is a plus
- International experience is a plus

## What's in it for you:

You will get the opportunity to participate in the early operational stage of an entirely new hotel, meeting and event concept within the Amsterdam market in an exciting start-up setting. We are a non-traditional company within a traditional industry. If you like thinking outside the box, we're sure you will be a great fit. In addition, Zoku's vision includes an international rollout across major cities in Europe. You have an opportunity to be a part of this small start-up team as we set our sights on expansion!

## How to apply:

Please send your resume and motivation to [talent@livezoku.com](mailto:talent@livezoku.com).

Tell me and I forget,  
Teach me and I may remember,  
Involve me and I learn