



## Tea's Me Café

<b>Job Title:</b>	Tea's Me Event Management Intern	<b>Job Category:</b>	Event Management
<b>Location:</b>	Multiple Locations	<b>Travel Required:</b>	Travel Required
<b>Level/Salary Range:</b>	TBD	<b>Position Type:</b>	Part-Time, Work Study, Internship
<b>HR Contact:</b>	Darla Harmon	<b>Date Posted:</b>	December 2022
<b>Will Train Applicant(s):</b>	Darla Harmon & Managers	<b>Posting Expires:</b>	TBD
<b>External Posting URL:</b>	<a href="http://www.TeasMeIndy.com/Join-Our-Team">www.TeasMeIndy.com/Join-Our-Team</a>		
<b>Internal Posting URL:</b>	<a href="http://www.TeasMeIndy.com/Join-Our-Team">www.TeasMeIndy.com/Join-Our-Team</a>		
<b>Applications Accepted By:</b>			
<b>WEB POSTING ONLY:</b> See above		<b>MAIL:</b> Name Tea's Me Café 140 E. 22 <sup>nd</sup> Street, Ste. B Indianapolis, IN 46202	
<b>About Us</b>			
<p><b>TEA'S ME CAFE IS A LOCAL FAVORITE, AWARDED THE BEST OF INDIANAPOLIS, BEST TEA HOUSE IN 2020 &amp; 2021.</b></p> <p>Guests enjoy a variety of healthy loose-leaf teas, great food, and a classy ambience. Tamika Catchings, 4x Olympic Gold Medalist, Hall of Famer, and founder of the Catch the Stars Foundation, purchased Tea's Me Cafe in 2017, when she found out the original owners were planning to close the business. A Community advocate, the goal of the Cafe is to not only serve the community food &amp; beverages, but also to provide add programming and events. The Cafe expanded its reach by operating a second location, Tea's Me Community Cafe, as part of a Tarkington Park Partnership.</p> <p>Tea's Me Cafe specializes in providing the best loose-leaf tea sourced from all over the world. Our guests notice the difference in the freshness, taste, and aroma. Tea is incredibly healthy for you and is a wonderful way to start your day or can help you sleep at night.</p>			
<b>Job Description</b>			
<b>SUMMARY</b>			
Tea's Me Cafe is looking for a motivated individual to be a supportive member of our staff and assist in building our event management team. The intern will learn about the process of event planning and event management by working alongside Tea's Me Cafe executives.			
<b>JOB FUNCTIONS:</b>			
<ul style="list-style-type: none"> <li>Assist in the development and execution of events that promote the safety and experience of guests</li> <li>Assist with the physical setup/breakdown of equipment, distributing uniforms, radios, event day paperwork, and other equipment as needed</li> <li>Perform various other duties as may be assigned by any of the Tea's Me Cafe Managers</li> </ul>			

- Interacts with employees and clients in a professional manner
- Flexible schedule to assist with in-house operations

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Core Value Qualifications

1. Energy for Life – Excitement about your life, our space(s) and a contagious positive attitude
2. Willingness to Learn – Learn, engage & grow daily
3. Commitment to Excellence – Take pride in how you SHOW up every day
4. Engagement – Be attentive to your guest, teammates & those you have a chance to connect with
5. Dedicated to Serve – Attitude of gratitude and exceptional customer service to our guests

Preferred fields of study in Sports Management, Event Management, Business Management, Criminal Justice, or Human Resources or Hospitality.

**PREFERRED SKILLS**

- Love to have FUN!!
- Smiles are necessary
- Ability to work effectively in a team environment as well as on an individual basis as situation dictates
- Ability to work under pressure in a fast-paced events environment
- Effective verbal, written and interpersonal communications that can build community connections and relationships
- Ability to assist in event set-up and breakdown which may require frequent lifting and/or carrying up to 50 pounds maximum
- Ability to maintain confidential and/or proprietary information

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time