Temporary Intern Position For McCoy’s Managers Meeting and Vendor Show

Each January, McCoy’s team members gather in Galveston to meet with our Vendors and provide a venue for our Vendors to show off their new products in the largest regional vendor show in the country, celebrate past year achievements, and set goals and objectives for our McCoy store teams for the coming year. The complex production duties for this large undertaking are coordinated in-house by our advertising, merchandising, marketing, fleet services, and millwork operations. In addition, there are many relatively complex presentations made by Brian, Meagan, and senior McCoy management during the five day event. The intern would assist the in-house team to plan and coordinate the presentations made throughout the event. The actual event begins on Thursday, January 14 and finishes on Sunday, January 17, 2015 and more than 850 will attend over the four day event.

Employment Commitment: EVERY DAY BEGINNING TUESDAY, JANUARY 5 THROUGH SUNDAY, JANUARY 17. As the time of the event approaches there will be many long days and nights working directly with Senior McCoy Management formulating, benchmarking, gathering data, proofing, formatting PowerPoint Presentations, then numerous rehearsals for each presentation. The intern would be working offsite in Galveston, TX from Wednesday afternoon, January 13 to January 17.

Technical and Functional Requirements:

1. Intimate knowledge and expertise working with PowerPoint or Prezi, Excel, and Word.
2. Excellent technical working knowledge of Microsoft Windows 7.
3. Excellent written communication skills are a requirement and candidates will need to provide a recent example of their work.
4. Presentation development expertise using PowerPoint or Prezi is the primary requirement for this position as well as the proven ability to work in high pressure multi-media presentation environments using confidence monitors, multi-media tool sets, and various audio components with the assistance of a professional audio visual team from Freeman on site during the event.
5. Each applicant will be given a small project to execute and submit for the purpose of demonstrating creativity, technical expertise, and functional capabilities using multi-media tools.

Compensation: $10.00 per hour with time and half after 40 hours in a workweek. McCoy’s Workweek runs from Midnight on Sunday thru 11:59 the following Saturday. Travel time to and from the event location is included in compensable work hours.
Travel expenses, including rooms, and meals taken when over 30 miles from San Marcos will be provided or reimbursed.

Successful candidates will be interviewed by McCoy Information Services to assess Microsoft Windows 7 technical expertise. In addition, candidates should submit work that has been done by the candidate using PowerPoint or Prezi.

Selection will be made by November 26 so that the selected intern can make appropriate plans for being available during the time noted above.