



HQ Greensboro Internship Program

Background on HQ Greensboro internships

Each semester, HQ Greensboro recruits 3 interns for the semester. There are three cohorts of interns each year: a Fall internship program, Spring internship program and Summer internship program.

During the fall and spring, interns work 15 hours a week. During the summer, interns work 25 hours a week. Interns dedicate 5 hours a week to the front desk and are asked to volunteer at one event per month.

The internship program is a work-trade program. The intern receives an unlimited membership to HQ Greensboro during their internship and for three months post completion of the internship. These three months can be used at any time.

What types of internship does HQ Greensboro offer?

There are usually three different internship programs offered.

- Operations
- Communication and PR
- Events Coordination

Below is information about each internship.

Operations Internship

Learn what it takes to run a co-working space!

The operations intern will work closely with the Resource Manager to help facilitate changes in procedures, policies and protocols at HQ Greensboro. The operations intern will also help in optimizing resources and maintenance around the facility.

WHAT WILL YOU DO?

As the Operations intern, you will learn how to run and stabilize a facility used by leasing startups (Fun fact: HQ Greensboro is an 11,000 sq ft facility!) You will use cloud databases to optimize resources essential to company operation and customer service and build relationships with both

existing and potential vendors and sponsors. You will also execute procedure, policy and protocol adjustments based on member feedback.

Interns will have the opportunity to offer a few hours of time each week to projects for other companies in the HQ Greensboro space. This will give you a great opportunity to learn about a variety of industries and experience a diversity of projects.

WHO IS A GOOD FIT?

Management, business, recreation or operations majors are a great fit for this position. We are looking for someone who is detail oriented, driven and self motivated.

Events Coordination Internship

Want to be part of some of the largest entrepreneurial events in Greensboro?

Help coordinate our annual entrepreneurial events and our weekly programming at HQ Greensboro. Larger events include Entrepreneurial Journeys and *2 Minutes to Win It*. Weekly programming at HQ Greensboro includes lunch and learns, pitch events, conference room rentals, networking events and new company launches.

WHAT WILL YOU DO?

You will help coordinate and implement events, process BEOs, use the Nexodus booking system to organize contacts and track events, and update our website's event calendar.

Interns will have the opportunity to offer a few hours of time each week to projects for other companies in the HQ Greensboro space. This will give you a great opportunity to learn about a variety of industries and experience a diversity of projects.

WHO IS A GOOD FIT?

Communication or recreation majors would be a great fit for this position. We are looking for someone who is organized, good at multi-tasking, self-motivated and good at communicating with a variety of different groups.

Communications Internship

Help us continue to showcase the entrepreneurial community and make Greensboro one of the top cities for entrepreneurship in the country!

Help us build our communication platform for HQ Greensboro. Interview some of the hottest new ventures in the area, track the success of local entrepreneurs and help us come up with creative new ways to promote events, programming and company highlights.

WHAT WILL YOU DO?

You will write press releases, maximize outreach on twitter, Facebook and LinkedIn, conduct interviews with entrepreneurs, write blog articles and newsletters, create promotional material and develop a publicity report

system for tracking member media coverage. This extends to online publicity and print publicity.

Interns will have the opportunity to offer a few hours of time each week to projects for other companies in the HQ Greensboro space. This will give you a great opportunity to learn about a variety of industries and experience a diversity of projects.

WHO IS A GOOD FIT?

Communication, marketing, journalism or design majors are a great fit for this position. We are looking for someone who is creative, driven, self-motivated and has strong writing skills. Video, photography and design skills are a plus!

How do you recruit interns?

Building a network with the Universities is important to keeping a solid internship pipeline. We are looking forward to hosting several student groups each year, to help establish connections with the various departments at the local universities. We host panel discussions, host some university events and allow entrepreneurship classes to have their final presentations at HQ Greensboro.

What is the recruitment process?

1. Recruit:

We post the spring and summer internship information very early since students start looking for summer opportunities in the fall. For the spring and summer internship postings we post in September. For the fall internship we post in early summer, around June or July.

2. Interview:

Once we receive the applications and resumes, we select the group we will bring in for 20-30 minute interviews.

3. Acceptance:

We send out the first round of acceptance letters as quickly as possible with a requested date for response. If anyone from that round does not accept we send out acceptance letters to the second in line for that certain position.

Once the intern has accepted the internship we send out dates for training so they can save it on their calendar. *(See more information about training below.)*

What is the Onboarding Process?

Memorandum of Understanding (MOU)

Once an intern has been accepted the internship, we set up a time to go over their MOU. This includes expectations of the internship, a project outline and goal setting.

Training

The first day and a half of the internship is a training with all of the interns. We do team building exercises and then go through all the steps we take to onboard a new employee. The training is usually one day from 10am-5pm and the second day from 9am-noon.

All interns are required to dedicate 5 hours a week to the front desk. The interns shadow an HQ GREENSBORO employee at the front desk for the first week so they are prepared to sit at the desk alone the following week.

During week two, we meet individually with each intern to do a project outline with him or her. The interns learn how to set up their own project management timeline with the projects we have given each of them. This helps them self manage their time throughout the semester and not have to wait for us when they finish each project.

What happens during the duration of the internship?

Intern Meetings

Every other week, there is a team meeting that the interns lead. It is 30-45 minutes long. One intern is assigned to make an agenda and lead the meeting.

Interns all fill in the agenda with the projects they are working on and any issues they are struggling to overcome within their project. There is a timekeeper, a note taker and the organizer. We start each meeting with shout-outs. This is a time where everyone can thank someone or recognize others for the good work they are doing.

One to Ones

Each intern and his or her direct manager meet every 6 weeks for a one to one. They go offsite and spend an hour catching up. This is really a time for interns to talk about what has been working, what they may need help on and any additional challenges they would like to take on. We meet regularly with each of them during the week, but this is a more in depth, focused meet-up.

Close out

At the end of the internship we close out with a one-hour debrief. We make sure to gather all the documents the intern has created over the semester. We also ask each intern to write up a quick summary of the projects they worked on over the semester and any ideas, tips or suggestions they think the next intern should think about or know about. We share this document with the intern who takes his or her place so they have some context to the position.

We invite the intern who is finishing the internship to sit down for an hour and talk with the new intern so there is a smooth transition. This is not required, but a nice way to pass on knowledge.