



Summer 2017 PAID Internship/Part-Time Opportunity

Urban Innovation21 is a public-private partnership that boosts regional economic development through 21st century innovation-driven entrepreneurship. The Pittsburgh Central Keystone Innovation Zone (PCKIZ) is a program of Urban Innovation21. The PCKIZ internship matches undergraduate and graduate students with paid internship opportunities at local start-up companies. PCKIZ internships are open to students from Community College of Allegheny County, Carlow University, Duquesne University, and Point Park University.

Intern Title: Barrelhouse Summer Intern

Internship Company: Wigle Whiskey

Overview: Wigle Whiskey was a wine-induced brainstorm brought on during a family vacation to the Shaw Festival at Niagara on the Lake in May of 2010. Lovers of whiskey, Meredith and Alex suggested a family distillery back home in Pittsburgh. By the time we crossed the border back to the States, we had committed to bringing Whiskey back to its rightful home--Pittsburgh. From the car, we called Eric, who was wrapping up a fellowship out west, and asked him to come home to Pittsburgh to work on the start up. The next week Mary Ellen found our space in the Strip District, we began distilling in 2011 and the rest is history! As a family-owned and operated small business, we are committed to being a positive part of Pittsburgh's fabric.

Responsibilities:

First two weeks:

- Become familiar with Wigle company & products
- Shadow tours
- Learn day-to-day operations of Barrelhouse
- Take ownership of grounds, and learn other tasks with manager in order to begin taking over sometime towards the latter part of June

Barrelhouse Onsite Responsibilities:

Daily:

- Cocktail inventory and batching management
- Grounds: Trash, Cigarette butts, mud, gravel. Own the tidiness of the grounds. When you arrive and when you leave, you ensure that the grounds look clean and well taken care of.
- Perform all duties associated with opening and closing Barrelhouse tasting room, as well as setting up tours and events.

Weekly:

- Wash & wax bar
- Supplies: Inventory weekly & communicate to manager for ordering
- Cocktail Ingredients: Inventory weekly & communicate to manager for ordering
- Clean Innovation Lab & Cognac Room
- Set-up & break-down for Sunday tours
- Send weekly follow-up emails to event planners for events 2 weeks out to confirm details & needs
- Send weekly follow-up emails to food trucks and breweries

Urban Innovation21
www.urbaninnovation21.org
1435 Bedford Ave Suite 132B
Pittsburgh, PA 15219
Phone: (412) 281.0102 ext. 8214
jhilton@urbaninnovation21.org

Monthly:

- Deep clean dishwasher
- Clean all shelves
- Work with Barrelhouse Managers to manage Sunday Volunteer Garden Parties
 - Schedule and promote garden parties
 - Create an engaging incentive for participants
 - Create monthly Gardening punch list for each Garden Party

Community and Marketing:

- Create an ongoing campaign for Instagram
- Proactively maintain and develop positive, pro-active relationships with Northside neighbors and community groups
- Develop and enact creative strategies for community engagement
 - Share ideas for strategies with manager by week of June 22nd
 - Implement strategies, with feedback with manager, throughout month of July
 - Meet weekly with manager to discuss efforts, perceived effectiveness, and brainstorm ongoing development of improved or new strategies
- Present community engagement strategies & response thus far to marketing team on July 20th

Summer Intern Barrelhouse Schedule

- 5 hours/week dedicated to non-event projects (can be completed on or off-site)
- Wednesdays
 - 11am - 1pm Dashboard Meeting
 - 2:00 PM --9:30 PM (7.5 hours)
- Thursdays 4:00-6:00 (2 hours)
- Fridays 3:00 PM -- 9:30 PM (6.5 hours)
- Sundays 12:00 PM -- 7:30 PM (7.5 hours)
- Total: 28 hours

Bonus of Urban Innovation21 Internship Program:

- Professional development workshops available.
- Gain access to 1 on 1 professional development advisory mentoring service.
- Opportunity to attend networking events.

Term: The Intern will work between 12-20 hours per week depending on their academic schedule for the semester.

Pay: \$10 an hour

How to Apply: If interested, please email a resume & any required documents to Joan Hilton, at jhilton@urbaninnovation21.org.

Urban Innovation21
www.urbaninnovation21.org
1435 Bedford Ave Suite 132B
Pittsburgh, PA 15219
Phone: (412) 281.0102 ext. 8214
jhilton@urbaninnovation21.org