



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: 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:

- Labeling Parties - supervise weekly labeling parties
 - Ensure enough staff have signed up (4) and that there is a pre-labeler scheduled
 - Talk to Neil, our distiller and spirits inventory taker, and determine what needs to be labeled and coordinate setup
 - Make sure cocktails are prepared for volunteers coming to label
 - Guide and assist volunteers throughout the labeling process
 - Assist in completing the closing checklist for the distillery
- Tasting Room Work
 - Learn all Wigle spirits, distillation details, and how to talk about with guests
 - Work on the tasting room floor offering assistance and consultation, presenting spirits flights, serving cocktails, and helping other staff members
 - Know all cocktail ingredients and how to batch each cocktail
 - Assist in merchandising of the tasting room
 - Assist with special events and promotions
- Production
 - Assist in bottling of spirits
 - Assist distiller Neil with spirits inventory
 - Keep back stock area neat and organized
 - Assist in other production duties as needed
- Tours
 - Shadow and learn the distillery tour

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Summer Intern Distillery Schedule

- Tuesday: 3 - 8pm, labeling party setup and organization, when volunteers arrive at 6pm, guide them through the labeling process (5 hours)
- Thursday: 1:30 - 6:30pm, work in the tasting room (5 hours)
- Friday: 1:30 - 6:30pm, work in the tasting room (5 hours)
- Saturday: Noon - 8pm, help organize tours and focus on setting/resetting the back area for each of the 6 public tours (8 hours)
- Sunday: Noon - 4pm, work with asst. Distiller Neil in the production area and assist in the tasting room as needed (4 hours)

This totals 27 hours/week, and with a total of 228 hours, should take you to the beginning of August. Aside from Tuesday and Saturday, the other days are flexible, so if something comes up and you can't work on one of those days, just let me know. Since you are on the shiftplanning schedules for Tuesday and Saturday, if you need one of those off, please try to give me at least 2 weeks notice, because I would need to get those shifts covered by another staff member.

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.

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