

STEPHEN & LAUREL BROWN

F O U N D A T I O N

Organization

The Stephen & Laurel Brown Foundation (Upper House) curates experiences of Christian thinking, being, and doing for personal transformation and for the life of the world.

Based in University Square in the heart of the University of Wisconsin-Madison campus, Upper House provides multi-experiential space and programming expertise, where people, faith, values, ideas, and the arts come together in a dynamic environment that fosters spiritual, intellectual, and cultural formation.

In carrying out its mission, the Stephen & Laurel Brown Foundation works in partnership with community leaders, nonprofit organizations, student-based ministries, and churches, along with University departments, centers, and institutes.

The Foundation also serves the larger Madison faith-based community by offering its retreat center—Dottie’s Ranch—located approximately 15 miles outside of Madison for reflection, team-building, and leadership development purposes.

Position

The Hospitality Intern—a part-time position averaging 10 hours per week—reports to the Hospitality & Student Enrichment Manager and assists in four areas of the Foundation’s work: (1) Purposeful event planning for programs developed by the Foundation, (2) Executing on event-planning logistics to create a positive guest experience during Foundation programs, (3) Hosting external groups’ events and meetings, and (4) Participating in weekly meetings with interns and staff mentors designed for professional and spiritual development.

Responsibilities

1. Event Planning

- Define purpose of gathering
- Plan and execute on event elements, such as space layout.
- Design menu elements to fit theme of event and dietary restrictions
- Create itineraries for speaker’s/artist’s stay with Upper House

2. Guest Service & Hospitality

- Study and communicate a *theology of hospitality*—addressing the questions, “What does ‘hospitality’ mean?” and “How do we demonstrate hospitality to align with Upper House’s mission?”
- Communicate with and train volunteers for Foundation programs
- Prepare food for Foundation programs
- Engage guests before and after a Foundation program to create an atmosphere in which guests feel seen and welcome
- Ensure Upper House spaces (Upper House, Lucky Apartment, and Dottie’s Ranch) are prepared for guest use

3. Hosting External Groups

- Serve as a welcoming guest-service presence
- Prepare room layout for groups’ meetings
- Assist with room, technology, and food set-up help that groups may require
- Oversee final re-setting and securing of Upper House space

4. Professional and Spiritual Development

- Meet with Upper House Intern Team and Intern Mentors(s) once per week to build team dynamics, review previous programs, discuss logistics for upcoming programs, and discuss spiritual development content
- Meet once per week with mentor (Hospitality & Student Enrichment Manager) for training and planning to execute Event Planning and Hospitality responsibilities referred to in Points 1 and 2

Qualifications

Other important qualifications include:

- Commitment to the Lordship of Jesus Christ and a high level of spiritual maturity
- Heart for communicating the gospel to the university community
- Strong interpersonal, organizational, and leadership skills
- High energy and levels of maturity and humility
- Attention to detail and drive for excellence