

Special Events / Group Visits Internship

Commitment: 10 or more hours per week
Semesters: Summer, Fall, Spring, full academic year
Positions Available: 2

Description:

The Special Events Intern will learn and exercise skills in industry research, promotions, advertisement and media planning, event planning, general administrative and logistical support. Projects will be drawn from the following in accordance with season candidate interest, availability and interest.

Tasks and assignments may include:

Researching and compiling databases of prospective sponsors (vendors & corporate), event planners & industry clients, corporate and group visit client targets, individual sponsors and donors; Developing sponsorship presentations and outreach packages (mail and online); Creating and executing mailings to special event planners, tour & travel firms and cultural organizations; Organizing, creating and executing one special event advertisement; Assisting on-site for special event(s) and eventually, executing one special event (supervised).

Skills required:

Intern must be highly organized, resourceful and self-sufficient; Work without constant supervision; Be able to conduct effective and thorough research (online and phone); Have strong and polished writing and presentation skills; Attentive customer service and excellent interpersonal skills; Strong knowledge of basic desktop software.