



Original Issue Date: <i>27-Feb-17</i>	Revision Date:	Revision Level: <i>A</i>	Department:
Position Title: <i>Event Planning Intern</i>		Reports To: <i>Project Manager</i>	

BASIC FUNCTION:

Support Project Managers and Event Coordinators with event logistics for special events and programs.

DUTIES AND RESPONSIBILITIES:

1. Conduct research and find resources to help staff make decisions regarding event details.
2. Assist with securing and communicating with event partners including research, negotiating, and reviewing of contracts.
3. Enter data and keep important documents up to date with event details.
4. Assist with registration for various clients including guest troubleshooting, registration changes, invoicing, follow ups to abandoned registrations, distribute event reminder, and distribute registration reports to planning team.
5. Create room layouts for events.
6. Provide onsite event support to assist in the management and production of projects, including set up and take down.
7. Assist with assembly tasks such as invitations, gift items, napkins, name badges, etc.
8. Answer and direct telephone calls in a courteous, positive, and friendly manner. Take thorough messages when necessary.
9. Assist with administrative tasks including but not limited to typing, photocopying, and filing.

SUMMARY OF SKILLS, KNOWLEDGE, AND ABILITIES:

1. Currently enrolled in an accredited college pursuing a degree in event planning, marketing, communications, public relations, hospitality management, or similar field.
2. Have an interest in corporate event planning; prior event coordination experience a plus but not required.
3. Must be internet savvy and have knowledge of Microsoft Office.
4. Able to demonstrate a high level of customer service delivery; do what is necessary to ensure customer satisfaction; deal with service failures and prioritize customer needs.
5. Ability to remain open-minded and change opinions based on new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying customer needs.



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6. Ability to maintain high standards despite pressing deadlines; establish high standards and measures; do work right the first time and inspect material for flaws; test new methods thoroughly.
7. Ability to work under pressure, work well with others, and be willing to do extra tasks as assigned.
8. Ability to work with people at all levels of an organization and work well in a collaborative team environment.
9. Excellent communication skills, including writing, proofreading skills, and speaking.
10. Ability to network with people in a confident and professional manner.
11. Ability to accurately type a minimum of 50 wpm. Ability to operate a calculator, fax machine, copier, etc.

DIMENSIONS:

Number of employees supervised: 0

TIME:

This is a part-time internship (10-15 hours per week); the hours and time commitment are flexible and to be set between the manager and the internship candidate prior to the start of the internship.



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<i>REVISION LETTER</i>	<i>REVISION DATE</i>	<i>REVISION DESCRIPTION</i>
A	2/27/2017	Creation date