



Original Issue Date: 18-Mar-16	Revision Date:	Revision Level: A	Department:
Position Title: <i>Event Planning Intern</i>		Reports To: <i>Project Manager</i>	

BASIC FUNCTION:

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

DUTIES AND RESPONSIBILITIES:

1. Conduct research, find resources to help staff make decisions about event possibilities.
2. Assist with securing vendors including negotiating and reviewing of contracts.
3. Create room layouts for events.
4. Provide onsite event support including set up and take down.
5. Maintain and organize supplier's database in an efficient and user friendly manner.
6. Prepare, clean and load all equipment and materials for events.
7. Responsible for restocking, cleaning, organizing and shipping back all materials and equipment after an event.
8. Coordinate procurement of supplies in advance of events.
9. Answer and direct telephone calls in a courteous, positive and friendly manner. Take thorough messages when necessary.
10. 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
2. Have an interest in corporate event planning; prior event coordination experience a plus but not required.
3. Must be internet savvy and knowledge of Microsoft Office.
4. Able to demonstrate a high level of service delivery; do what is necessary to ensure customer satisfaction; deal with service failures and prioritize customer needs.



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5. Ability to remain open-minded and change opinions on the basis of 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.
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. Excellent communication skills, including writing, proof reading skills and speaking.
9. Ability to network with people in a confident and professional manner.
10. Ability to accurately type a minimum of 50 wpm. Ability to operate a calculator, fax machine, copier.

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	3/18/2016	Creation date