

## **Event Intern**

Start date: TBD

End date: TBD / depending on candidates schedule

Hours per week: up to 32

Pay rate: \$10 plus parking

Positions: 1

### **About the Marketing & Events Team:**

We're the movers and the shakers in the Columbus business world. It's our job to connect Columbus chamber members with the resources they need to help their businesses thrive and make our community a better place. Our Chamber team recognizes the value of producing a diverse range of educational and networking opportunities for our membership, which is why we are looking for an intern to assist our event producer in a number of program-related responsibilities.

### **Job Duties**

- Communication to multiple speakers, registrants, sponsors, exhibitors and special guests
- Oversee event deadline calendar
- Research and compile event planning data on an as-needed basis
- On-site assistance of multiple events
- Coordinate and manage event staff and speakers on rehearsal and event days
- Purchase supplies and track expenses
- Must be able to lift up to 20 lbs. and willing to engage in mild/moderate physical activity
- Additional duties as assigned

### **Desired Skills and Experience**

- Intermediate knowledge of Microsoft Office programs (Word, Excel)
- Experience with using event supported platforms and/or CRM
- Excellent verbal and written communication skills
- Ability to multi-task and manage multiple events simultaneously
- Deadline driven and able to adapt to changing work load
- Must be available on event dates. Calendar will be reviewed and confirmed with candidate prior to interview being scheduled.

### **Education**

- Preferred candidate should be graduating from an accredited university in the coming months and/or have some event planning experience via past internships, volunteer opportunities, etc.

### **About the Right Fit**

- Strong attention to detail
- Active learner and forward thinker
- Thrives in a high-energy, fast-paced, collaborative environment
- Is a flexible individual, creative thinker and problem solver
- Comfortable meeting and working with new people
- Must LOVE Columbus!

### **Applying:**

Please submit a cover letter and resume to [events@columbus.org](mailto:events@columbus.org)