



Meeting / Event Intern

Reports to: Senior Meeting & Event Manager

Last Reviewed: October, 2016

Supervises: N/A

FLSA Status: Temporary

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY

Special D Events, Inc., a corporate event planning firm in Ferndale, Michigan, seeks an undergraduate or recent graduate student in hospitality or recreation for an unpaid internship. Responsibilities include:

JOB RESPONSIBILITIES

- Assist meeting and event managers with event registration, budgeting, site research, vendor research, onsite event management, etc.
- Staff attendee information lines, answer questions regarding upcoming meetings/events
- Produce and proofread materials such as agendas, programs, signage and name tags
- Maintain and update customer database
- Assist with market research and communications
- Manage inventory of meeting/event supplies
- Coordinate packing and shipping of meeting/event materials
- Perform other administrative tasks as needed

Ideal Candidate will:

- Have an interest in obtaining a career in meeting and event management
- Have excellent communication skills, both verbal and written
- Have excellent telephone skills (friendly, helpful and professional)



- Have a strong work ethic and ability to see projects through to their completion with minimal supervision
- Take initiative to ask questions in lieu of making false assumptions
- Be well-organized and methodical, with strong attention to detail
- Be proficient in the use of the Internet and the Microsoft Office suite

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior/office work environment.
- Light physical activity. Daily work may involve occasional assistance of others in the manipulation of heavy objects and some standing or walking, usually for not more than 2 hours a day. On site during an event, the physical activity can be more strenuous (unpacking and moving boxes), and standing for longer periods of time.

LOCATION & TRAVEL:

- The location required is Ferndale, Michigan, five days per week unless traveling for client meetings or events.

COMPENSATION & BENEFITS:

- Compensation will be an unpaid internship focusing on providing the skills, training, and experience needed to begin a career in Event Planning.
- Temporary Intern positions are not eligible for Special D Events Employee benefits.
- Internships are typically 3 – 6 months in duration, up to 40 hours per week. No guarantee of employment is promised upon completion of internship.
- A drug test and background check will be required prior to beginning internship.

Relocation not available. Must have unrestricted employment authorization to work in the U.S. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status.