

BUNAC

Working Adventures Worldwide

EVENTS INTERNSHIP

JOB TITLE: Events Coordinator and Administrator

REPORTS TO: Senior Events Manager

JOB SUMMARY:

A boutique events agency based in Shoreditch with a focus on events for luxury brands in the corporate, fashion and financial sectors. The internship is very hands on working in all aspects of event management and supporting and shadowing the events team on all aspects of the event planning process.

RESPONSIBILITIES AND DUTIES:

Key duties will include:

- Assisting on client venue finding projects
- Helping produce detailed venue find spreadsheets and proposals
- Scheduling site visits for the team and for clients
- Researching new venues, new event concepts and suppliers
- Negotiating, securing and booking suitable venues
- On-site support on key projects
- Carrying out various administrative event duties if needed
- Assisting in processing commission invoices when needed
- Acting as key support to directors and the team
- Any other tasks or duties as and when required to ensure the team meet their deadlines

PLACEMENT STRUCTURE

Intern will be part of a team of 12, supporting them regularly on various tasks and projects. Workload will be assessed and monitored. There will be weekly meetings about the workload. Weekly and monthly tasks will be set, and the intern will be part of the weekly team meetings.