**INTERNSHIP DESCRIPTION**

**Title:** Events Intern

**Team:** Events

**Reporting to:** Event Director/Manager

**Duration:** Minimum of six months

**No. Days Per week**: Four

**No. Hours Per Week:** 28 (9 am – 5 pm)

**Remuneration:** Travel paid for

**Start Date:** ASAP 2013

**Background to the Role:**

Intellect is the leading trade association for the technology sector which comprises the Information and Communications Technologies, Electronics Manufacturing and Design, and Consumer Electronics (CE) sectors, including defence and space-related IT.

We are currently seeking an events intern for a period of six months. The intern will support the events team in delivering a range of business focussed events to their members and delivering events under Intellects event management service.

This internship is focused on providing event administration support for the events team and the post-holder will need to have the following essential skills:

* Proficient with Microsoft Office
* Ability to communicate well over the phone and in person
* Accurate written communication and data entry
* Close attention to detail
* Good level of spoken and written English
* An awareness of social media
* Ability to learn quickly

**Key Responsibilities:**

The types of tasks the jobholder will be expected to perform include:

* Delegate management
* On-site event support at Intellect Events,
* Collating and managing the printing process of event materials
* Competitor and company research
* 1st draft proof reading
* Twitter updates
* Data entry

Because this role is customer-facing, it is essential that communication with members is at all times accurate, appropriate and professional and that the job-holder presents an efficient and positive image of Intellect

**You need to:**

* Be a student undertaking this internship as part of your higher or further education course OR
* Be a student or graduate who will complete this internship under one of the European life-long learning programmes (Erasmus or Leonardo da Vinci, Youth in Action or Comenius)
* Have excellent command of written and spoken English
* Ideally have a keen interest in social media and event management
* Ideally be studying a vocational degree course such as Communication, Business Studies or Marketing.

**What we can offer:**

As part of a busy team with a wide range of responsibilities, we offer the chance to learn lots of different skills and to build confidence when dealing with customers. We will give full on-the-job training and the job-holder will be able to take on more responsibilities at their own rate of learning. Through events and meetings, the job-holder will have the chance to build on their marketing and event skills, as well as the opportunity to develop or improve the following skills:

* Administration
* Event Management
* Project Management
* Time management
* Customer service
* Confidence
* Communication – written and verbal
* Marketing
* Research