

Total Event Resources Internship Description

Position Title: Intern Program Assistant
Position Objective: To provide administrative support to the event production teams.

Essential Functions:

- To provide administrative, office, and clerical support to Account Executives, Program Manager, and the TER staff.
- Communicate, collaborate and cooperate with clients, co-workers, consultants, vendors and in all other business interactions.

Primary responsibilities:

- Assist in the Research and Development of future business opportunities.
- Assist with current event projects on an as needed basis with each of the program managers, administrative staff and freelance consultants
- Logistical planning coordination
- Create documents and correspondence as requested by TER producers
- Assist production team with the standards, procedures and information for the success of the program
- Shell jobs/files, invoices, excel budgets, client documents
- Assist in the negotiations and management of project partners
- On-site staffing as needed to assist in the management and production of projects
- Maintain filing system, including computer updates, Outlook files and supplier files
- Shop for event/office supplies as needed
- Maintain and organize internal marketing resources, including the CD, audio, video and DVD collections
- Assist in research and creative write-ups for proposals to include hotels, venues, entertainment, etc.

Secondary Responsibilities

- Assist in floor plan development for assigned events
- Participation in creative and “brain storming” sessions with TER staff
- Answer phones/Messages/Customer Assistance
- Assist with the social media and marketing of Total Event Resources

Education

- Bachelor’s degree (or in process of) in event planning, marketing, communications, public relations or similar field preferred

Other Skills, Knowledge and/or Abilities required:

- Outstanding communication skills, both written and verbal
- Commitment to customer service (internal and external)
- Intermediate level (or higher) proficiency in Microsoft Office Suite applications. Mac applications knowledge a plus
- Excellent organizational skills
- Strong ability to multi-task; results-oriented
- Ability to work with people at all levels of the organization and work well in a collaborative team environment

