

Status: Paid, Part-time (20 hours per week) — mostly during business hours, but occasional evening hours on event days.

Internship Start Date: Spring

Reports to: Intern will report to the Director of Events and the Events Assistant and support both the Events and Marketing Departments with event management, execution, marketing and communication.

Location: (In-person position) Downtown Columbus - Ohio Chamber of Commerce Office

34 S. Third St. Columbus, Ohio 43215

This is an outstanding opportunity for an individual interested in learning more about event planning that offers hands-on experience and the opportunity to gain new skills needed to secure employment in this industry.

Responsibilities:

- Work directly under the Director of Events to ensure proactive planning, communication, and scheduling of events.
- Gather necessary information for each event to achieve quality execution and assist in maintaining event contracts and documentation.
- Procure and organize event supplies and signage before, during and after events.
- Conduct venue research and availability, attend site visits, secure audio visual and equipment rentals needed for events.
- Work with additional event vendors (floral, décor, rentals, caterers, etc.) to develop strong working relationships to ensure event success.

- Ability to lift 30+ pounds to assist with event set-up and tear down.
- Assist in managing preliminary and on-site registration tracking via constant contact database and support administration team with attendee name badges.
- Attend all relevant meetings and take minutes on behalf of the Director of Events and Marketing manager.
- Support development and updates for event website, marketing materials and social media content to ensure event success.
- Propose new ideas to improve event planning and implementation process.
- Other duties as assigned.

Qualifications:

- Organizational skills to manage multiple tasks, attention to detail, and the ability to prioritize in a changing environment and still meet deadlines.
- Dynamic self-starter who takes initiative and is highly reliable.
- Strong verbal and written communications skills and interpersonal and follow-up skills.
- Proactive problem prevention and issue resolution leadership ability.
- Polished, professional, and enthusiastic when dealing with Ohio Chamber of Commerce staff, members, prospective members, sponsors and event venue staff.
- Ability to work independently and as part of a team.