

BNC RECRUITMENT

Support Services for Event Professionals | Vacancy advertising for hiring companies |
Free of charge to members of The BNC



Events Internship – REF BNC174

This leading global agency produces world class conference solutions for its clients and partners. They pride themselves on creating stimulating events that leave a lasting impact.

Role: Events Internship
Remuneration: £50 per week – to cover travel expenses
Sector: Event Management
Start Date: August 2018
End date: End of November

Job description:

We require an Intern to assist in the planning stages as well as onsite management of events. You will be working across two teams to assist with logistical planning and also working closely with high-profile Sponsors in ensuring they meet with their target attendees during the event. This is a role that requires a lot of hard work, and will involve supporting our event managers in the organisation of large scale events. In return you will gain experience in the conference industry, commercial awareness of various business sectors, training and exposure to systems like Salesforce.com.

Key Responsibilities:

Pre event

- Designing invitations, drinks flyers, restaurant guides and branded items
- Creating onsite signage – design and print
- Putting together power point slides
- Proofing agendas before final print
- Attending project meetings with the entire team
- Aiding sponsor and exhibitor relationships
- Working closely with the Account Managers to ensure Sponsors are prepared for the event - registering their team, answering any queries and booking their sales meetings efficiently and without diary overlaps.
- Learning about the event app to be able to assist attendees to network

Onsite

- Assisting with event set up on the day prior
- Running registration
- Assisting inside conference rooms
- Meeting Sponsors to confirm meetings
- Supporting the Networking team in ensuring 1-2-1 meetings take place

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The Person - Experience & Skills:

- Educated to degree level
- Proven exceptional communication skills, both written and verbal
- Confident and personable – you will be talking with a lot of people onsite at events
- Attention to detail
- Problem solving skills
- Highly organised - Planning/time management/self-organisation and self-discipline
- Initiative - proactive and able to work independently
- Able to work with others and in a team
- Calm under pressure.

Some travel may be required.

The company is based in Central London

Please submit CVs to Melissa Paulden at The BNC - QUOTING REFERENCE BNC174 - who will then forward all appropriate candidates to the hiring company: melissapaulden@thebnc.co.uk

THANK YOU