Event Coordinator Internship (SETEM1510)

Role
This is an outstanding opportunity for a proactive individual to gain practical experience in Event Management within this highly successful company. Mentored throughout, you will be given responsibility to use your excellent organisational and communication skills to assist in the setup, marketing and running of important events, hosting potential investors, VIPs and exhibitors. This experience is a great opportunity for both personal and professional development as well as being an invaluable addition to your CV.

Tasks
- Take responsibility on certain activities for the events programme under the direction of the Programme Director and Senior Programme Coordinator
- Contribute to the marketing of these events, interacting with other teams
- Take responsibility for pre and post-event communication and reporting outcomes
- Assist in defining the agenda for the events, support recruiting of speakers and exhibitors
- Maintain a database of contacts for the Partnership central team and carry out key research
- Commission external suppliers for venues, for example catering, AV
- Ensure the smooth running of training programmes

Skills
- Degree in Business, Management, Humanities or similar
- Proficient use of using Microsoft Office, particularly Excel, PowerPoint and Outlook
- Experience in managing social media platforms
- Attention to detail
- Ability to organise workload and multitask
- Fluent in English
- Good communication skills

The Host Company
This entrepreneurial host company is a collaboration between 5 leading research-intensive universities aimed at taking an idea or innovation and turning it into a successful business. Ranging from simple innovations to high-tech disruptive technologies, they have supported over 3,600 start-ups, raising over £1.8bn in investment, creating 11000 jobs and boosting the economy to the tune of £8.6bn. Working with students, researchers, start-ups and SMEs, they are looking to continue building on their amazing successes so far.

Start date
January 2020

Duration
6 months

Languages
Good spoken and written English levels are required (B2 onwards)

Location
Bath, England
The setting is a UNESCO world heritage site in the South West of England. It is one of only two European cities with this status (the other being Venice). The world famous Roman Baths and other attractions bring 4.5Million visitors per year and a very international feel. The city also hosts two great universities. It has wonderful cultural experiences & festivals throughout the year.

Are you eligible?
Are you a registered student?
Or
Are you eligible to participate in the Erasmus+ programme?

Benefits
See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

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