



	<b>Job Title:</b>	<b>Event Assistant Intern</b>
	<b>Position Type:</b>	Part-Time Internship
	<b>Location:</b>	Charlotte, NC/Remote
	<b>Hours:</b>	Available 10 -20 hours per week in addition to full days on event production days
	<b>Compensation:</b>	Non-Paid/College Credit
	<b>Duration of Internship:</b>	<p>Spring Internship March 2017 – May 2017</p> <p>Summer Internship June 2017–August 2017</p> <p>Fall Internship Sept. 2017–Nov. 2017</p>
<b>Education:</b>	Upper level college student or recent college graduate. Degree in the hospitality, event management or communications related fields.	
<b>Position Purpose:</b>	To support the Event Manager with the research, planning and implementation of upcoming events. This position is perfect someone looking for hands on experience with entertainment and non-profit related events.	
<p><b>Responsibilities include but are not limited to:</b></p> <ul style="list-style-type: none"> <li>• Assist Event Manager with all assigned projects</li> <li>• Vendor research assistance</li> <li>• Administrative duties</li> <li>• Review of contracts and agreements</li> <li>• Working with our clients via phone and in person</li> <li>• Making calls and following up with vendors</li> <li>• Conducting Site Visits</li> <li>• Event Assistant and Volunteer Management on production days</li> <li>• Assistance with updating various social media platforms</li> <li>• Other duties as assigned</li> </ul> <p><b>Other possible activities include:</b></p> <ul style="list-style-type: none"> <li>• Behind-the-scenes help on photo and video shoots for clients</li> <li>• Model Coordinator (castings, managing models day of event)</li> </ul>		
<p><b>Skills/Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Must be able to work on event days which including select weekends</li> <li>• Be able to accept assignment and meet deadlines</li> </ul>		

- Willingness to work long hours on event days
- Ability to work independently at home and in a team setting
- Experience with social media (Twitter, Facebook, Instagram, Youtube and Periscope)
- Working knowledge of CMS (particularly wordpress)
- Must be reliable and be able to respond to emails with 24 hours
- Outstanding multi-tasking and organizational skills
- Reliable cell phone and computer with internet access
- Must have excellent written and oral communication skills
- Tech Savvy with Microsoft Word, Excel and PowerPoint
- MUST be detailed oriented

**Applying for the Position:**

1. **Please thoroughly read the application procedure.**
2. Send an email to [info@jswmediagroup.com](mailto:info@jswmediagroup.com).
  - a. Email Subject: Event Assistant Intern
  - b. Updated Resume
  - c. A Cover Letter
    - i. Your cover letter should articulate how you will contribute to the JSW Media Group Brand, what you're expecting to learn and what drives you about the event planning industry.
  - d. Your Availability
  - e. Your Twitter and Instagram Handles
3. Absolutely no Phone Calls.
4. Qualified candidates will be contacted.
5. **Deadline to Apply: For Spring Internships- February 15<sup>th</sup>; For Summer Internships- May 15<sup>th</sup>; For Fall Internships-August 15<sup>th</sup>.**