



	<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 a week in addition to full day event production days
	<b>Compensation:</b>	Non-Paid/College Credit
	<b>Duration of Internship:</b>	March 15, 2021 – June 18, 2021
<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, fashion, and corporate 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>• 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>• 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> <li>• Willingness to work long hours on event days</li> <li>• Ability to work independently at home and in a team setting</li> <li>• Must be reliable and be able to respond to emails within 24 hours</li> <li>• Outstanding time management and organizational skills</li> <li>• Reliable cell phone, Laptop, and strong Wi-Fi connection are must haves</li> <li>• Must have excellent written and oral communication skills; knowledge of AP style is a plus</li> <li>• MUST be detailed oriented</li> </ul>		

**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: Friday, January 29, 2021 at 11:59 PM EST.**