



Event Management Internship

Job Title: Program Manager Intern

Country Profile: US Programs

Location: 30 Jay Street; Lower Level Schenectady, NY 12305

Period: SPRING, SUMMER

Position Description:

SENG is seeking a current college student, current graduate student, or recent college graduate who is interested in event administration, production and marketing and. In return, SENG will provide an opportunity for the intern to gain experience in and familiarity with areas such as event management, conference production, speaker and vendor communications, volunteer management, budgeting and outreach.

Responsibilities:

- Assist the event producer with generating producing event-specific documents such as event programs and brochures, speaker and exhibitor communications, event staging and signage, production timelines and run sheets
- Assist in the development of internal planning documents to keep us on schedule and brief speakers on schedule, venue and other information
- Liaise with the marketing and public relations staff to support timely distribution of content
- Act as volunteer liaison and schedule volunteer activities for overall production
- Participate in weekly event production meeting
- Maintain event production manual
- Other duties as assigned

Requirements:

- Pursuing a degree in Marketing, Event Management or related field, or equivalent experience
- Strong written and verbal communication skills
- Ability to work independently and in high stress environments
- Organized and self-motivated
- Meticulous attention to detail
- Ability to work independently or as part of a team
- Proficient in MS Office Applications (Word, Excel, Outlook, Power Point)
- Ability to maintain confidentiality

Commitment:

- Summer Internship – June to August 2016
- Minimum commitment of 15 hours/week

- Availability during SENG business hours (M-F, 9:30am to 4:30pm EDT)

Reports to: The Event Production Intern will report to the Executive Director and shall liaise SENG Event Planner, The SENG Communications Manager and the SENG Development Coordinator.

To Apply:

Submit a resume, **cover letter**, and **internship application** to the Internship Coordinator, at <mailto:volunteer@sengifted.org> Some positions may require additional documents. Applicants will not be contacted for interviews until all materials are received. While the above is a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management. SENG – Supporting the Emotional Needs of the Gifted is a 501c3 organization.