

## Event-Registration, Website & Data Entry Management

Corinthian Events, centrally located in downtown Boston, is looking for candidates for its fall internship program. We are a total event planning company specializing in Destination Management and Special Events. Since 2000 we've been planning memorable events and winning clients over through our detailed, service-oriented approach coupled with an honest, trustworthy and approachable demeanor. Our office is not divided into sales and operations, meaning clients will work with one primary contact from the inception of a program through the wrap-up ensuring the mastery of even the smallest detail. Internally, we work as a team developing the best creative concepts to bring our client's vision to life.

Corinthian Events is a company known for its detailed, service-oriented approach. Full-service means just that: transportation, food & beverage, entertainment, audio/visual, specialty lighting design, decor, production, registration, and on-site staff. This internship is for Sophomore, Junior and Seniors currently pursuing an undergraduate degree who is interested in the management of event attendees, brand management. They will have exposure to the mechanics of processing necessary invitee information as well as to the creative side of crafting a registration experience that matches the event in tone and aesthetics. Interns will work hand in hand with our team to gain firsthand experience of how to fully manage event attendee registration. For more information on our company, please visit

[www.corinthianevents.com](http://www.corinthianevents.com)

### Internship details:

- Our office hours are Monday – Friday 9:00 AM – 5:00 PM
- Ideally candidates will be available 24 - 30 hours per week preferably 3 consecutive days of 6-8 hours each
- Ability to commute to our office, located at 109 Kingston Street, Boston, MA 02111
- Internship dates: Starting in September and ending in December. *(flexibility given for the start and end of semester dates for required school activities and or exams.)*
- Please note this is an unpaid internship

### Roles as an intern may include:

- Detail oriented and highly organized
- Computer savvy: proficient in Microsoft Office, knowledge of Adobe Creative Suite software: (InDesign, Illustrator, Photoshop)
- Familiarity with social media and website platforms.
- Candidates should be comfortable working on multiple tasks/projects simultaneously.
- Opportunity to work on site at events on evenings and weekends for pay

Values - At Corinthian we uphold ourselves with 5 core values. As an intern we hope you can embrace these with us and always love what you do, be a team player, work hard, and never be afraid to have some fun while you're doing it!

**LOVE IT** - Love what you do. Be committed to our company and our team. Be motivated and dedicated to our growth and success

**DO THE RIGHT THING** - Be honest and trustworthy at all times.

**PLAY NICE** - Be humble, fun loving, supportive and a respectful team player.

**OWN IT** - Be accountable, collaborative and an efficient strategic thinker who takes initiative and gets it done!

**BE SMART** - Know the details, listen well, present yourself well, tell it like it is, deliver through service, respect our partners and manage your time well.

**Applicants:** Interested candidates should forward a cover letter and resume to [internships@corinthianevents.com](mailto:internships@corinthianevents.com)