

Event Internship-Summer 2020

Corinthian Events, centrally located in downtown Boston, is looking for candidates for its Summer Internship Program. We are a total event planning company specializing in Special Events, Meetings & Conferences and Destination Management. 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.

This internship is for Juniors and Seniors currently pursuing an undergraduate degree who are interested in event management as a career path and will receive academic credit for their time with us. 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. Interns will work hand in hand with our team to gain firsthand experience of how a full-service Event and Destination Management Company (DMC) works. For more information on our company, please visit 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 May and ending in August
 - **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:

- Handle event research, including potential event venues, vendors, and other details needed
- Assist with internal event preparation, including purchasing and preparing supplies
- Assist in preparing materials for event proposals
- Assist in maintaining CE inventory, preparing for upcoming events and restocking post-event
- Working with staff on office projects
- Assist with social media platforms & blogs
- Process data entry for company database of clients, vendors, venues, prospects

- Coordinate details for specific events
- Opportunity to work on site at events on evenings and weekends for pay

Values - At Corinthian we uphold ourselves with five 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