

Social Media Internship-Summer 2020

Corinthian Events, centrally located in downtown Boston, is accepting applications to its 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 a Junior or Senior currently pursuing an undergraduate degree interested in assisting with the management of a social media brand with an award-winning team. We're looking for a flexible and open-minded intern with fresh, creative ideas and an excellent eye for detail.

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 15-25 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

ROLE DESCRIPTION

As the Social Media Intern with Corinthian Events, you will:

- Work side-by-side with the Social Media manager to operate multiple social media platforms.
- Help curate content for Instagram, Facebook, LinkedIn, Twitter, Blog Posts, and more.
- Assist with tasks associated with managing the Corinthian Events brand including social media and other content updates.
- Assist with expanding our social community through engagement, monitoring, and listening.
- Grow as an integral part of our team in an ever-evolving, fast-paced environment.

REQUIREMENTS

- Basic experience with social media platforms.
- Strong creative and analytical skills.
- An eagerness to learn and a willingness to approach multiple projects with an open mind.

At Corinthian we uphold ourselves with Five Core Value. 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