



## 6 Month Event management Internship

Ref: MBV2701

### ESPA UK

PLEASE READ CAREFULLY BEFORE CONTINUING.

ESPA or European Student Placement Agency is a recruitment agency whose goal is to find high quality internships for European students in the UK. We work closely with our host companies to ensure the positions provide students with a great experience, both professional and personal.

**REQUIREMENTS:** ESPA vacancies are open to all EU passport holders able to travel to the UK for an educational work placement, without the need for visa documents. You have to still be a student or have graduated in the last 12 months. Any student who is unsure of their visa situation should check with their university **before** applying.

**BENEFITS:** ESPA is free for students. Accommodation, utility bills, TV Licence, Internet Access and UK commuter travel to the place of work will be paid for by the host company. This will be sourced and managed on your behalf by ESPA. There is no salary over and above the benefits offered, unless specifically stated.

**To know more, please visit:** [www.espauk.com](http://www.espauk.com)

### The Host Company

This new events business is a part of an overall broader business which is a business success and has a range of complementary business activities.

### Role

This is a role that has been created by the company to lead numerous conferences occurring this year. The intern will get hands-on experience researching, creating and scheduling suitable content for the various digital marketing channels as well as planning stage before the events. Including; arranging invitations, timing, costs, staff, food, transport, accommodation, venue, sponsors, conferences & festivals

### Duration

6 months

## Location

Bath. A world-heritage city in the South West of England which hosts two great universities. With a truly international feel it has wonderful cultural experiences and is just 1.5 hour train journey from London and a 15 minute train journey from the vibrant city of Bristol.

## Languages

The student is required to be fluent in written and spoken English.

## Start date

March 2015

## Tasks

Main Tasks:

- Identify locations and suppliers
- Carry out marketing, both traditional and social media
- Identify and contact potential delegates
- Pre-conference administration
- Collect and review post-conference data
- Administer post-conference delegate social network
- On-the-day role: one of three primary staff

Secondary tasks:

- Identify new conferences
- Research viability of new conference
- Identify speakers
- Provide assistance to identify sponsors, advertisers and exhibitors
- Provide assistance to source temp conference staff

## Personal Skills

- A good team player.
- Friendly and always willing to go the extra mile.
- Highly organised.
- Knowledge of event management.
- Experience in running events or being involved in organising events/productions.

## How to apply

Please email [madeline@espauk.com](mailto:madeline@espauk.com), attach your CV & quote the reference code MBV2701. You will receive an email to confirm the reception of your application as well as the next steps.

## Are you eligible?

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