

Job Title: Paid Internship - Event Assistant

Job Location: Sanctuary Golf Course

Department: Events/Marketing

Reports To: Event Managers

Position Summary:

We are looking for a motivated and enthusiastic intern to join our dynamic events team as an Event Assistant. This internship offers the opportunity to gain hands-on experience in the event planning industry, assisting with the coordination and execution of various events. The ideal candidate will be detail-oriented, eager to learn, and passionate about event management.

Key Responsibilities:

- **Event Coordination Support:**
 - Assist with event logistics, including banquet event orders, floor plans and timelines
 - Help create and maintain event schedules, ensuring all tasks are completed on time
 - Rental management
- **On-Site Event Assistance:**
 - Support the event team with set-up, execution, and breakdown of events
 - Assist with overseeing event timelines and ensuring everything runs smoothly on the day of the event
- **Client & Vendor Communication:**
 - Assist in drafting event proposals, invitations, and communication with clients and vendors
 - Participate in meetings with clients to understand their event needs and provide support
- **Administrative Support:**
 - Assist with maintaining event-related documents, contracts, and records
 - Help with the creation of promotional materials such as social media posts, flyers, and email campaigns
 - Assist in market research by analyzing competitors' offerings to help inform sales strategies

Qualifications:

- **Education:** Currently pursuing a degree in Event Management, Hospitality, Marketing, or a related field.
- **Skills:**
 - Strong communication and organizational skills
 - Ability to multitask and work in a fast-paced environment
 - Attention to detail and problem-solving ability
- **Personal Attributes:**
 - Positive attitude, enthusiasm, and a strong willingness to learn
 - Ability to work well both independently and in a team environment
 - Flexibility and adaptability to meet the changing demands of the event industry
- **Availability:** Internship duration for your internship needs, with a flexible schedule to accommodate academic commitments
Availability to work evenings or weekends may be required depending on event schedules

Benefits:

- Hands-on experience in the event planning and coordination industry
- Opportunity to work alongside experienced professionals in a fast-paced environment
- Networking opportunities within the events industry
- Potential for future employment based on performance and availability

To Apply: Please submit your resume and a brief cover letter explaining your interest in the event management industry and why you would be a great fit for this internship to twilkinson@sanctuarygolfcourse.com.

We're excited to help you develop your skills and gain valuable experience in the world of event management!