



Event Intern

We're looking for an event intern for a **minimum of two months** to join the department.

Tasks (non-exhaustive list)

- Helping to develop ideas and concepts for events and pitches
- On-site presence at events
- Helping to manage suppliers
- Attending client meetings

Requirements

- Excellent organisational skills
- Flexible
- Good people skills
- Able to cope well with stress
- Good command of English, both spoken and written
- Comfortable using Word and Excel

Working hours

Monday-Friday, 9:00-17:30. Flexibility will be required during and before events.

The traineeship is unpaid and is for people still in education only.

Interested?

Interested? Please send your CV with a short cover letter to: jobs@tipik.eu.