Johns Hopkins University
Event Planner Summer Internship

Join the JHU Conference Services Team in summer 2016!

Conference Services hires one intern every summer from an institution with an accredited Hospitality Program. The selected intern’s location and schedule will determine the start date for the position. The position is a full-time 40 hour per week paid internship for the summer session.

The position will involve preparation for summer conference groups and events residing and meeting on the Johns Hopkins University Homewood Campus. The intern will act as a site-coordinator for events with emphasis on evenings and weekends.

Preferred dates of employment begin the 3rd to 4th week in May and end by Aug. 8, 2016. These start and ending timeframes are flexible depending on the selected intern’s spring and fall schedule.

On-campus housing and dining is available as compensation for on-call hours throughout the summer. *This position is a residential position and required to stay on-campus over the duration of the summer.*

Requirements

Applicants should be able to meet and exceed the following requirements:

- Good customer service skills & concepts
- Excellent communication skills
- Efficient organization skills
- Detail oriented
- Computer proficient
- Team oriented
- Ability to meet deadlines
- Office experience preferred
- Excellent attendance
- Previous student event management experience preferred but not required

If you are interested in the Event Planner Internship, please submit resume to shooker@hd.jhu.edu.

Responsibilities will include:

- Communicate with clients and conference guests to update conference information on a regular basis
- Participate in site visits and campus tours with clients
- Assist JHU Conference Coordinator with coordinating arrangements for events held off-campus
- Act as a liaison between conference staff, clients, and departments by relaying information regarding policies, information and changes
- Serve as the Conference Services Representative during evenings and weekends
- Serve as the on-site coordinator to assigned events and assist with troubleshooting problems and issues
- Assist in general office duties in the JHU Conference Services Office
- Prepare and follow-up with assigned events and conferences. (i.e. collect invoices, submit changes to space and service requests, check on space set-up prior to event, update key departments with any changes, provide on-site assistance to assigned groups from the time of arrival until departure)
- Learn and perform necessary procedures to communicate dining needs, catering arrangements, audiovisual needs, transportation, housing information, etc. to the appropriate departments on-campus and off-campus vendors