First Protocol

Title: Fall 2016 Event Management Intern

Location: Jersey City, NJ

Job Type: Co-op/Internship

Compensation Type: Hourly  Wage: $9.00/hour

Start Date: 9/7/2016  Application Deadline: 8/31/2016

Job Description: The candidate will support the Project Managers on a day-to-day basis with all aspects of event logistics such as managing RSVP and vendor databases, working with various vendors (florists, production, etc.) and researching suitable venues for events and will receive hands on, on-site event experience. This individual will also handle some administrative duties such as filing, faxing, mailings, etc. The ideal candidate will have proficient computer skills which include, but are not limited to, Excel and PowerPoint. The intern should also be prepared to work in a fast-paced team environment. First Protocol is offering a paid internship program and students are also eligible to receive college credit.

Primary Responsibilities:

- Support and work in tandem with the Project Managers and Events Team on events
- Keep event files organized and up-to-date
- Research new suppliers, contacts and venues and offer pro-active ideas
- Demonstrate excellent research and organization skills
- Maintain the company’s standard operating procedures
- Provide on-site support at events as required
- Administrative tasks include but are not limited to: mail merges, badge making, seating charts, managing RSVP lists, filing and faxing

Qualifications:

- Currently enrolled in an accredited college or university pursuing a Bachelor’s Degree
- Have an interest in corporate event planning; prior event coordination experience a plus but not required
- Excellent project management skills, including: multi-tasking, prioritization of tasks (i.e. time management), attention to detail, and ability to meet strict deadlines
- Excellent written and verbal communication skills
- Must be internet savvy and working knowledge of Microsoft Office
- Strong attention to detail
- Creative problem solver
- Team player and ability to liaise with other members of the team
**Administration & General:**

- Assume responsibility for own environment, ensuring adherence to health and safety policies while having clean smart surroundings
- Work intelligently and ensure that the Project Managers are aware of problems or issues which negatively affect productivity
- Work on ad-hoc requests from Project Managers as required
- Build excellent relations with team through positive communications
- Ensure knowledge is shared within the team to enable them to work smarter and more efficiently

**Application Instructions:** To apply please visit: [http://chk.tbe.taleo.net/chk06/ats/careers/requisition.jsp?org=FIRSTPROT&cws=1&rid=592](http://chk.tbe.taleo.net/chk06/ats/careers/requisition.jsp?org=FIRSTPROT&cws=1&rid=592)

**About the Organization:**

First Protocol is a leading international and award-winning event agency that works with prominent global brands and non-profit organizations to execute seamless and engaging live events. In addition, we provide managed services solutions for leading investment banks with a need to outsource some or all of their event management functions. With offices in New York, London, Singapore and Los Angeles, our ever-growing team of event professionals consists of dedicated individuals who deliver excellence and measurable value on behalf of our clients. Event Marketer Magazine listed First Protocol among their “Top 100 Event Agencies” for 2013, 2014 and 2015 and one of 2015’s “Best Places to Work in Events”. We’ve also been recognized by *Crain’s New York Business* as one of the *Top 100 “Best Places to Work in NYC”* for 2013, 2014 and 2015.