

EVENTS & MARKETING DEPARTMENT

Length of internship: 6 to 9 months

Intern's responsibilities

PRE EVENT

Research/Benchmarking

- Research venues for events (Christmas party, Franco-British Conference, International Wine Tasting)
- Market research (energy, transport, luxury, health, disruption, etc)
- Get information about the speakers and the sponsors
- Create Press Reviews/Briefs for Head of Events and Managing Director
- Research relevant technology, entertainment, decorative items, catering

Bookings

- Create/update events on the French Chamber's CRM
- Deal with members regarding booking queries and registrations
- Coordinate with the accounts department (checking bookings) regarding registrations and payments
- Generate invoices

Website

- Create/update the events forthcoming and past events sections (date, event name, pictures, text, etc)
- Deal with partners for additional information if necessary

Event materials

- Regularly update the list of participants & hot prospects
- Produce list of participants, badges, table plans, seating cards, floor plans, power point presentations
- Create schedule (detailed timing of the event for partners, sponsors and speakers)
- Update printed calendar of events (for members and potential members), full calendar of events, and Patron calendar of events

Other

- Deal with incoming queries
- Marketing and promoting the Chamber events (by phone/email)

DURING EVENT

- Set up the room after validation with the Head of Events (registration desk, banners, giant Polaroid etc.)
- Help partners, sponsors when required (stands, banners etc...)

- Prepare registration desk with badges, list of participants, calendar of events and additional papers when applied
- Ensure a full listing of guests attending vs. no shows & additional registrations etc.
- Welcome guests & offer assisted networking
- Help with microphones for Q&A when requested
- Conclude event: collect badges and other materials, close registration, thank guests & sponsors

POST EVENT

Create a post attendance report (participants, no shows, additional registrations, etc)
Create thank you letters, thank you emails, etc

Intern's profile

- Good communication skills (written and spoken)
- Excellent English copy-writing skills
- Ability to work under pressure
- Good organisation skills (strong ability to meet deadlines)
- Knowledge in graphic design in a plus: Photoshop, InDesign, Illustrator, Dreamweaver software
- Languages: Fluent in English – Fluent or knowledge in French is a plus

Please send your CV and Cover letter to **Sonia Olsen**, Head of Events at solsen@ccfgb.co.uk