

Intern's responsibilities

- Create monthly newsletter
- Update website and calendar of events: paper, website, extranet, Info, Newsletter
- Database management: input accurate data into Enterprise & Event Manager pre & post events
- Pre-event:
 - Research and book venues for events
 - Prepare invitation letters
 - Communication: regular telemarketing, email shots, invitations, promotion to press, etc.
 - Marketing and promoting the Chamber events (by phone/email).
 - Book relevant technology, entertainment, decorative items, catering
 - Get information about the speakers and the sponsors
 - Bookings: maintain up to date list of participants & hot prospects
 - Produce list of participants, badges, table plans, seating cards, floor plans, pwt presentations
 - Deal with incoming queries
 - Print menus when necessary
- During event:
 - Set up of room
 - Help with the registration desk (ensuring a full listing of guests attending vs. no shows & additional registrations etc.)
 - Welcome guests & offer assisted networking
 - Conclude event: collect badges and other materials, close registration, thank guests & sponsors
- Post event:
 - Debrief with the sponsors in coordination with the PR and Events manager
 - Ensure articles are written by Editor in Chief of INFO and inserted in INFO

Intern's profile

- Good communication skills (written and spoken)
 - Ability to work under pressure
 - Good organisation skills (strong ability to meet deadlines)
 - Knowledge in graphic design: Photoshop, InDesign, Illustrator, Dreamweaver software
- Previous experience

Please send your CV and Cover letter to Cécilia Gonzalez at cgonzalez@ccfgb.co.uk