



Event Management Internship

This position offers the successful candidate a unique opportunity to gain experience and build their resume. The Event Management Intern gains real-world experience through work on event planning, coordination, and execution. The ideal candidate will show up with a positive attitude, willing to learn and excited to participate in creating Peoria Civic Center events.

Requirements

- Applicants must be current college students. Business, Music, Hospitality, or Public Relations/Communications majors are preferred.
- Excellent written and oral communication skills
- Ability to stay focused, organized and manage time effectively
- Knowledge of and enthusiasm for public and private entertainment events, trade shows, and large meetings.
- Must be self-motivated and have sharp attention to detail
- Ability to work independently or as part of a team
- Flexible and creative personality
- Ability to manage multiple projects and meet deadlines
- Experience and proficiency in Microsoft Office
- Experience with CAD a plus

Essential Duties and Responsibilities

- Assist Event Management team to plan and organize events (concerts, comedians, Broadway Theater Series, family shows, consumer shows, entertainment, etc.)
- Participate in communication to ensure client needs are understood and met.
- Coordinate with Marketing team on communication of event timelines.
- Research entertainment industry and show related content.
- Assist in creating site layout plans according to client needs and using available materials.
- Assist with other Event tasks as assigned.

Time Commitment

Internships are available for Spring and Fall semester schedules. Interns typically spend 8-20 hours per week working with the Events Management team at the Peoria Civic Center. Regular hours will be set based on the applicant's availability. The ability to work events after regular business hours and on weekends in addition to regular office hours (8am-5pm) based on event schedule is a plus.

Interested?

Send a resume, cover letter and your schedule availability and/or school credit requirements to the Event Management Team at events@peoriaciviccenter.com. In your cover letter tell us why you have a passion for Events Management and what event coming up at the Peoria Civic Center you are looking forward to.

We look forward to hearing from you!

Eric Yarbrough, Show Services Manager