

## Position – Event Intern



Location – Malahide, Co. Dublin

Role Type – 6 month Internship

A new and exciting opportunity has arisen within our company for an Event Intern looking to gain experience with our passionate event team. If you feel you have what it takes to work with this dynamic event company we would like to hear from you.

The successful candidate will be expected to assist the sales and operations departments across our full Event Portfolio of public and trade events as well as hospitality and social events for a 6 month period between January and June 2018.

This is an unpaid position with a contribution towards expenses. Applications to Louise McLoughlin, General Manager at [louise.mcloughlin@eventhaus.ie](mailto:louise.mcloughlin@eventhaus.ie)

The candidate should:

- Have work or volunteer experience at large scale corporate, public or charity events
- Have a sound knowledge of events management practices and protocols
- Be educated to degree level or currently studying, preferably in a related subject
- Have excellent written and verbal communication skills and a high degree of administrative skills.
- Be communications and technically savvy – good working knowledge of Microsoft suite essential. CMS knowledge beneficial
- Have a motivated work ethic and energy for helping to create successful events
- Be willing to work some weekends as the role dictates
- Have the ability to adapt and integrate into a small, hard-working team