

Johns Hopkins University

Event Planner Summer Internship

Join the JHU summer conference team in summer 2020!

Scheduling & Event Services hires one intern every summer from an institution with an accredited Hospitality Program. The selected intern's location and schedule will determine the start date for the position. The position is a full-time 40 hours per week paid internship for the summer session.

The position will involve preparation for summer conference groups and events residing and meeting on the Johns Hopkins University Homewood Campus. The intern will act as an onsite-coordinator for events with emphasis on evenings and weekends.

Preferred dates of employment begin the 3rd to 4th week in May and end the 1st to 2nd week in August every year. These start and ending timeframes are flexible depending on the selected intern's spring and fall schedule.

On-campus housing and dining is provided. There are a times over the summer when the dining hall isn't open and the intern is responsible for their own meals. **This position is a residential position and required to stay on-campus over the duration of the summer.*

Requirements

Applicants should be able to meet and exceed the following requirements:

- Good customer service skills & concepts
- Excellent communication skills
- Efficient organization skills
- Detail oriented
- Computer proficient
- Team oriented
- Ability to meet deadlines
- Office experience preferred
- Excellent attendance
- Previous student event management experience preferred but not required

If you are interested in the Event Planner Internship, please submit resume to Linsay Clifford, homewoodscheduleevents@jhu.edu, by Monday, January 6th, 2019.



Responsibilities will include:

- Communicate with clients and conference guests to update conference information on a regular basis
- Participate in site visits and campus tours with clients
- Assist JHU Coordinators with arrangements for events held on and off campus
- Act as a liaison between conference staff, clients, and departments by relaying information regarding policies, information and changes
- Serve as the office representative during evenings and weekends
- Serve as the on-site coordinator to assigned events and assist with troubleshooting problems and issues
- Assist in general office duties
- Prepare and follow-up with assigned events and conferences. (i.e. collect invoices, submit changes to space and service requests, check on space set-up prior to event, update key departments with any changes, provide on-site assistance to assigned groups from the time of arrival until departure)
- Learn and perform necessary procedures to communicate dining needs, catering arrangements, audiovisual needs, transportation, housing information, etc. to the appropriate departments on-campus and off-campus vendors