



Office Admin/Production Assistant Internship

Premier Events is the leading company setting the standard for excellence in creating and producing “can’t miss it” entertainment experiences. Our mission is to create successful, safe, and memorable events that gather people together to celebrate life. We are a creative and dedicated team that produces and provides professional management for festivals, special events, and venues.

We create extraordinary experiences.

Premier Events is seeking an outgoing, articulate, organized, and energetic candidate who wants to be our office admin and production assistant to take on various office tasks and to provide auxiliary support on certain event locations. This intern will be able to adapt to a fast paced, entertainment driven environment and truly enjoy planning, problem solving, and creating spectacular events. The intern will work with all departments including accounting, office admin, marketing, logistics, and entertainment development. Tasks will vary day to day based on different events.

Basic tasks will include:

- Create and manage databases of logistic vendors and artists
- Create signage for events
- Create information packets for various onsite vendors
- Coordinate pick-ups of various materials including signage, ticketing, and other event rentals
- Organize and file contracts, invoices, and any other event paperwork
- Organize the office for efficiency

Skills Required:

- Organized
- Great at prioritizing projects
- Able to work both independently and within a group
- Creative and flexible when problem solving
- Knowledge of social media a plus
- On time for work, excellent time management skills, and meets deadlines
- Basic computer knowledge a must: Word, Excel, PowerPoint, Outlook needed. AI, CAD, and any other graphic design programs a plus.

Essential Information:

- Unpaid internship with potential to be paid for onsite work and growth into an office position. May receive internship credit based on university programs.
- 20+ hours a week
- Supervisor will be various managers/coordinators in order to give a well-rounded experience
- Internship will be for one semester at a time

Benefits:

- Gaining experience in multiple levels of event production
- Working in a fun and ever-changing field of entertainment
- Learning basic marketing skills
- Gaining knowledge of both pre and post event planning process

To submit for this internship, please send your resume to Bevin Patrick (bevin@premiereventslive.com). No cover letter needed. Please use a functional resume and outline any previous experience or school projects that may apply to event planning. Deadline is: August 28th, 2017