



Thank you for your interest in the Business Development and Event Management Internship!

Below is the job description for this position.

If you are interested, please see below for when we will formally post the position, and when interviews will take place. We encourage all applicants to apply for the internship through [Handshake](#). If you do not have an account, contact your college or university's career development department.

Internship Job Postings and Interview Schedule

Summer 2022 Internship-Will be posted January 10th 2022

Summer 2022 Interviews-Will be contacted to schedule an interview by February 15th 2022

Decision on Candidate will be made by March 1st 2022

Fall 2022 Internship-Will be posted March 1st 2022

Fall 2022 Interviews-Will be contacted to schedule an interview by April 1st 2022

Decision on Candidate will be made by April 20th 2022

Spring 2023 Internship-Will be posted August 1st 2022

Spring 2023 Interviews-Will be contacted to schedule an interview by October 1st 2022

Decision on Candidate will be made by October 20th 2022

Summer 2023 Internship-Will be posted January 10th 2023

Summer 2023 Interviews-Will be contacted to schedule an interview by February 15th 2022

Decision on Candidate will be made by March 1st 2023



Business Development and Event Management Internship

Internship Summary:

We are seeking energetic, responsible interns to join our growing event management company. In this position, you will be expected to learn the ins-and-outs of our daily routines and procedures of the company. You will focus on learning how our organization runs, and can be expected to gain valuable insight that can further your experience in business development, sales and the event management.

Part-Time:

- 25-35 Hours a Week

Duties and Responsibilities:

Sales and Event Management:

- Assist in the coordination of event operations, according to event schedule.
- Ensure event is completed smoothly and step up to resolve any problems that might occur
- Input information into databases, such as client event data, and files/records.
- Attend meetings and offer recommendations and commentary on trends in the events and wedding industry.
- Take notes and memos during meetings
- Run general industry related errands
- Develop suggestions to enhance event success.
- Assist in seeking prospective clients with lead listing guidance
- Make phone calls and send emails to prospective clients
- Learn more about the basics of an event planning business, and the language of event management
- Prepare, and present a PowerPoint or Prezi to the TMW Team to demonstrate the retention of learning objectives

Requirements and Qualifications

- High School Diploma or GED
- Customer-service orientation.
- Strong communication skills and IT fluency.
- Ability to manage complex projects and multi-task.
- Excellent organizational skills.
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas
- Ability to flourish with minimal guidance, be proactive, and handle uncertainty.
- Available weekdays, weeknights, and weekends, depending on event schedule.
- Ability to work from home, remotely, and in an office environment.
- Must have reliable transportation.
- Must have reliable internet service.
- Must check-in at the weekly meetings.
- Ability to remain in a stationary position 50% of the time.
- Ability to move about inside the office and at events.
- Ability to ascend/descend stairs and position self to arrange storage underneath tables, in closets, or small spaces.
- Ability to communicate and express oneself professionally with current clients, potential clients and fellow team members.



- Ability to move event items weighing up to 50 pounds.
- Ability to operate a computer and other office productivity machinery, such as a calculator, copy machine, and printer/scanner.
- Proficient in Microsoft Office Suite and Google Drive.

How to Apply:

- Apply on Handshake at: <https://app.joinhandshake.com/emp/employers/270560>
- Apply through the TMW Productions, LLC website: <https://www.tmwproductions.biz/careers>