

Event Planning Internships

Offered by ISU Conference Planning and Management (CPM), this is a great opportunity to work with two organizations -- Ames Convention and Visitors Bureau and Iowa State CPM, whose purposes are to advance and promote the growth and development of the hospitality industry.

MULTIPLE INTERNSHIP OPPORTUNITIES!

Spring 2022:

January 18 – May 13, 2022

20 hours per week

Deadline to apply: November 15, 2021

Opportunity to extend into next semester

Summer 2022:

May 16 – August 5, 2022

30-40 hours per week

Deadline to apply: April 1, 2022

Opportunity to extend into next semester

Description of duties:

- Help with event planning and execution for a variety of Ames area events
- Assemble program packets and materials
- Assist with registration materials and services
- Organize transportation services for conferences and events
- Work with member businesses on individual requests
- Other administrative duties as needed

A successful candidate will possess the following:

- Availability to work 20-40 hours per week, depending on class schedule and specific event needs.
- Flexible schedule required. May include non-traditional business hours, including weekends.
- Previous job experience in service-related field
- Have excellent organizational skills
- Be detail oriented
- Working knowledge of Microsoft Word and PowerPoint; advanced skill set with Excel preferred
- Hold a valid driver's license and good standing with Iowa State University (ISU) Transportation Services

Goals and expectations upon completion of the internship:

- Have a working knowledge of CPM and CVB
- Develop a clear understanding of many of the components involved in hosting an event.
- Have a working knowledge of the event planning and executions process, including working with the City of Ames, ISU and other involved parties.

Watch for this job listing on CyHire

Questions? Contact Kaleena Middendorf, services coordinator, cpm@iastate.edu | 515-294-1775

The internship will be located off campus at our office located in the Aspen Business Park and is accessible by CyRide.

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