West End Events at Fluor Field Intern Job Description

The Events Department at The Drive is looking for an outgoing intern who would work well in a fast-paced, consumer-facing role. Intern must demonstrate maturity, take initiative and have a positive attitude.

You will get amazing hands-on experience in event planning and develop vital Communication and Event Planning skills.

This position is ideal for current students seeking college credit.

Responsibilities may include:
• Work under the supervision of the Special Events Coordinator to plan and organize special events.
• Recruit new clients through outreach by phone and email.
• Execute market research.
• Other administrative duties as assigned by the Special Events Coordinator.

Ideal Qualifications:
• Majoring in the following relevant fields: Marketing, Communications, PRTM or Public Relations.
• Experience/interest in event planning
• Excellent written and verbal communication skills
• Strong problem-solving and conflict resolution
• Superior organizational skills and ability to multi-task
• Ability to meet goals and deadlines in a timely fashion
• Enthusiasm to learn and be a team player
• Proficient with e-mail, Microsoft Word, Excel, and social media outlets
• Ability to work some weekends and evenings

Please submit resumes to Grace Mann at grace.mann@greenvilledrive.com