

## Internship in Conference & Event Management

### Conference Partners Ltd.

Conference Partners, an awarding winning company, is an international leader in the global conference industry. With over 13 years' experience in managing International and National conferences. Our remit is to take over the administrative headache of organising an event or conference and to ensure a smooth and effortless flow of any occasion. Our service is comprehensive however to synopsis:

- We provide advice in every area including financial management and strategic programme design
- We source the right venue, accommodation and transportation
- We guarantee impressive and creative social events
- We operate state of the art web-based software to register delegates. This is a one-stop shop which allows delegates to pre-register for a conference whilst at the same time choosing their favoured social events, accommodation and dietary requirements.

### Event Partners

Event Partners is a division of Conference Partners and is a leader and principal player in the area of Event Management. We have amassed an impressive portfolio of outstanding events and corporate meeting for world-renowned organisation, companies and institutions both in Ireland and abroad.

We believe that our people are central to our success. As a company we place great importance on team work and forging lasting relationships. As a result of proactively securing a large amount of business for Ireland in the coming years we are expanding and growing our company and the following internship is available. You will have the opportunity to work alongside our Operations Director and the team of Conference & Event Account Managers, giving you the opportunity to learn directly from our experienced team.

### Internship Specification:

Assisting the Operations Director and Conference & Event Managers with the completion of some of the following tasks;

- Assisting with the logistical management of Venue management, Catering, Audio Visual Equipment, Evening Function include staging, lighting, entertainment, décor, Excursions and Tours, Conference Materials, Signage, Exhibition management, Hotel allocations.
- Corresponding and contracting with suppliers.
- Administrative assistance with the organisation, co-ordination and implementation of site inspections.
- Attending client meetings and preparation of meeting notes.
- Performing other administrative tasks and duties as may be required.
- On a daily basis reporting to the Operations Director Elva Hickey.

### Key skills required:

- Enthusiastic and willing to learn.
- Self-motivated and able to work effectively both independently and as part of a team.
- Ability to work to deadlines.
- Knowledge of MS Office would be an advantage.

### Contact:

Please send your CV to Mary Cuthbert, Conference Partners Ltd

Email: [mary@conferencepartners.ie](mailto:mary@conferencepartners.ie)

Tel: +353 1 296 8688