

### **Intern's responsibilities**

- Update website and calendar of events: paper, website, extranet, Info, Newsletter
- Database management: input accurate data into Enterprise & Event Manager pre & post events

### Pre-event:

- Research and book venues for events
- Invitation letters (Guest Speakers, ministerial offices...) drafting
- Eshot, Flyer, Social Media copy-writing
- Communication: regular telemarketing, email shots, invitations, promotion to press, etc.
- Marketing and promoting the Chamber events (by phone/email).
- Market research (energy, transport, luxury, health, defence...)
- Book relevant technology, entertainment, decorative items, catering
- Get information about the speakers and the sponsors
- Bookings: maintain up to date list of participants & hot prospects
- Produce list of participants, badges, table plans, seating cards, floor plans, pwt presentations
- Deal with incoming queries

### During event:

- Set up of room
- Help with the registration desk (ensuring a full listing of guests attending vs. no shows & additional registrations etc.)
- Welcome guests & offer assisted networking
- Conclude event: collect badges and other materials, close registration, thank guests & sponsors

### Post event:

- Debrief with the sponsors in coordination with the PR and Events manager
- Ensure articles are written by Editor in Chief of INFO and inserted in INFO

### **Intern's profile**

Good communication skills (written and spoken)

Excellent copy-writing skills

Ability to work under pressure

Good organisation skills (strong ability to meet deadlines)

Knowledge in graphic design: Photoshop, InDesign, Illustrator, Dreamweaver software

Previous experience

Please send your CV and Cover letter to Cécilia Gonzalez at [cgonzalez@cfgb.co.uk](mailto:cgonzalez@cfgb.co.uk)