
EVENT INTERN | Shiloh Event Management | Santa Clara, CA

Shiloh Event Management, Inc., is a full-service event management firm that brings peace of mind to our clients. Our comprehensive event management services extend thought leadership and event strategies to a full spectrum of event types of clients and any type of event. We place high emphasis on serving our clients with excellence, precise project management, and everlasting passion that fuels our energy and creativity. It is also a priority for us to build teams of talented event experts who have a keen eye for strategic details and strong expertise in effectively navigating the intricacies of event elements. Team Shiloh values integrity, loyalty, quality customer service, commitment, social responsibility, and innovation.

We are looking to hire an **Event Intern** to assist with event planning efforts by providing event coordination and planning support for a variety of events.

Role & Responsibilities

- Work with event managers to help execute plans for events.
- Serve as an event assistant to oversee event execution, logistics, attendee management, venue and vendor management, and event reporting.
- Conduct research for venues and vendors to procure for each event
- Liaise with venues and vendors to coordinate event details
- Participate in the process of selecting and negotiating with event vendors to ensure all vendors provide the most cost effective and quality services.
- Help with managing onsite volunteers and day-of staff at each event
- Organize and track asset inventory including event assets, signage, products, promo merchandise, etc.
- Assist with scheduling meetings and taking meeting notes
- Travel locally will be required

Desired Skills & Experience

- Innovative and creative with event ideas and design to deliver unique experiences for attendees that drives business opportunities.
- Attention to details, high problem solving skills and strong execution skills
- Ability to see the bigger vision and align daily activities in accordance to the vision
- Strong interpersonal skills
- Team player mentality with willingness to roll up sleeves when necessary

Compensation: \$15/hr, full-time

Ideal Start Date: June 4, 2018