



2018 INTERNSHIP ROLES & RESPONSIBILITIES EVENT PRODUCTION

About DPEM

- We are a team of adventurers, creators, thinkers, and doers.
- We are builders of concepts that ignite emotions.
- We are logistical mavens, adept at mitigating risks with thoughtful planning.
- We are a small but mighty and growing team with a roster of fun clients and interesting work.
- We are kind and thoughtful people who care about the world and its inhabitants.

DPEM is looking for a highly-motivated intern to assist our Production team. You will be an integral member of the team with clear roles and responsibilities, reporting back to your team staff leads. It will be expected that you take ownership of your assignments with periodic review, rather than being constantly supervised. As such, this position is suited to confident self-starters ready for dedicated commitment and project immersion.

RESPONSIBILITIES

- Work with Producers and DPEM team on day-to-day planning, implementation and follow-up of event marketing programs.
- Attend production and team meetings.
- Manage outreach to partners and vendors as needed to move event logistics forward.
- Prepare materials and research information for projects, client meetings and internal needs.
- Work on-site at events.
- Assist with overall office needs.

QUALIFICATIONS

- Excellent oral/written communication skills.
- Ability to work as a team player in a fast-paced, small office environment.
- Proactive and able to self-manage.
- Career interest in event planning and production.
- Some experience in event and/or production required.
- Working knowledge of MS Office and a familiarity of Mac computers.
- Superior organization skills: detail oriented, accurate and thorough.
- Excellent Internet and research skills.

TIME COMMITMENT

- Intern position is part-time (20-25 hours a week) plus event hours from September - December. Hours are flexible, but must be consistent.
- Position starts September 2018 (date flexible).

REWARDS

- Interns will receive valuable real world work experience in event planning, design and production in preparation for career employment.
- Referrals / Letters of Recommendation will be given upon successful completion as requested.
- An hourly minimum wage.
- Approved event-related expenses will be reimbursed.
- If applicable, DPEM will work with intern’s scholastic programs to give credit for hours worked.

APPLICATIONS

Please email resumes and cover letters to: hr@dpem.com and include the word “Internship” in the subject line. Resumes and cover letters should address the following:

- Experience.
- Interest in event planning.
- Where you hope your experience at DPEM will take you.
- Availability and confirmation of schedule.