



Opus Agency Event Management Internship Program

Title: Event Management Intern

Department: Event Management

Manager: Event Internship Program, Manager

Location: Seattle, Washington

Goals:

The Opus Event Management internship is designed to introduce you to the inner workings of the event industry. Our hope is that this opportunity will allow you to express your creative talent, exercise your analytical skills, and increase your understanding of event management and industry trends.

You will work on multiple events throughout your internship, getting you familiar with the event cycle and working in a team environment. On the events which you are assigned, you will hold various roles and responsibilities to help further develop your event competency, including local onsite opportunities - which are a great introduction to the event industry!

This is a paid, non-exempt, internship position, which will be at a rate of Seattle's minimum wage. This is a temporary, full-time position that averages 40 hours per week, with office hours being Monday – Friday, 8:00am – 5:00pm. Temporary employees are eligible for overtime if their schedule exceeds 40 hours per week. The internship will end on the designated end date for the program. Permanent, full-time positions are not guaranteed at the end of the internship program; however, many former interns with exceptional performance have been converted into permanent employees within the company. We believe that our internship program provides a strong foundation for developing event professionals and is one of the most effective ways in starting and progressing through Opus Agency.

Responsibilities:

- Assist members of the Event Management department in executing corporate events by being responsible for various roles within the event teams (i.e., owning transportation, temp staff, signage, menu planning, etc.).
- Communicate directly with vendors to improve vendor and intra-company relationships.
- Edit event planning documentation including production schedules, timelines, contact sheets, etc.
- Participate in an internal initiative on the Event Management team to directly improve the processes for your other team members.
- Attend internal department meetings and assist in note taking and presenting on updates regarding your workstreams.
- Learn the inner workings of an office environment and become proficient in Outlook, Microsoft Office, and internal Opus processes.
- Each intern is responsible for an internship project to present to the Event Management department. Internship projects include automating processes for the Event Management team, industry trends, popular events, etc. This project gives you a chance to share your creativity to the team and practice your presentation skills.
- Ability to go onsite to one or more local events to support event team (based on local event availability).

How to Apply:

Please apply directly through this website by following through to the official application. For more information, you may email internship@crgevents.com. You will be contacted in the event that we have an opening and we are interested in scheduling an interview with you.

Additional Information:

- Intern will report directly to a chosen Event Management Intern Manager.
- Opus does not attach credit hours to this position. If you will be receiving credit for this internship, please consult your curricular advisor for that determination.
- Opus is located in Downtown Seattle, in the World Trade Center Building. Transportation costs are not covered by the internship program.