



Event Management Intern

Spring Semester (January - May, 2019)

VentureWell's Events team plans workshops, seminars, meetings and training functions across the country and around the world. We have a paid internship opportunity for a dynamic individual who thrives in a fast-paced work environment.

This position is 15 - 30 hours per week in our office at 100 Venture Way, Hadley, MA. Days and total hours per week are flexible (M-F, within normal business hours) and can be designed to work around your class schedule.

RESPONSIBILITIES

- Engage with our event registration and CRM systems to create event registrations and handle event-related data entry/management
- Communicate with hotels, vendors and participants by email and phone regarding event logistics
- Front-to-end event management
- Collaborating with content specialists/internal customers to determine event needs
- Bid vendors and negotiate event venue and vendor contracts
- Organize catering for in-office events
- Manage hotel blocks, including coordination with the hotel and participants
- Order and manage event supplies; pack and ship materials for events and conferences
- Prepare printed materials for seminar and conference participants (e.g., name badges, certificates, table handouts)
- Research and book staff travel (flights, accommodations, cars)

REQUIREMENTS

- College or University degree candidate in hospitality, or with related experience/career interest.
- Strong team player who excels at "customer service" is a must; track record of and ability to build solid, collaborative working relationships.
- Fluency with Microsoft Office and/or GSuite
- Ease with adapting to new technologies as needed

- Ability to succeed and thrive in an environment with competing and changing priorities and tight deadlines
- Self-starter with strong attention to detail and a commitment to delivering high-quality work
- Highly adaptable and comfortable working with a degree of ambiguity

ABOUT VENTUREWELL

VentureWell is on a mission to cultivate a pipeline of inventors, innovators, and entrepreneurs driven to solve the world's biggest challenges and to create lasting impact. We foster collaboration among the best minds from research labs, classrooms, and beyond to advance innovation and entrepreneurship education and to provide unique opportunities for STEM students and researchers to fully realize their potential to improve the world.

Since our founding in 1995, we've supported over 2,000 teams of science and technology inventors and innovators, and nurtured thousands of their startups reaching millions of people in over 50 countries with ground-breaking technological advancements in fields such as biomedicine and healthcare, sustainable energy and materials, and solutions for low-resource settings.

www.venturewell.org

To apply, please send a cover letter, and your resume to

jobs@venturewell.org

VentureWell is an Equal Employment Opportunity (EEO) employer. M/F/D/V