

A sampling of SPECIAL EVENTS field placements available through The Philadelphia Center:

Events Plus, Special Events Intern: Events Plus is a full service special event, meeting, and conference planner. Events Plus has over 20 years experience in event planning, meeting and conference planning, destination management services, customized tours and incentive trips across the Delaware Valley, the United States and throughout the world. President Kathy DeLuca is also the President of the International Special Events Society and is a Certified Special Events Professional. Students may have the opportunity to write press releases, research, create bid proposals, meet with client and potential clients, work on-site at events, research vendors, provide support for company staff, and may perform administrative functions associated with events and meetings such as timelines and scheduling. The ideal candidate will have good computer skills, strong written and oral communications skills, and will be detail-oriented.

Expert Events, Special Events Intern: Expert Events' services include planning and implementing special events; designing events tailored to client size, budget, venue, and theme interest; handling all vendor investigation and negotiation; creating promotional vehicles, specialty items, and publications; training volunteers or event support staff; and providing on-site professional staff. This position will offer a student an opportunity to learn about the field of special event planning and management. From conceptual design and budget planning to logistical management and on-site execution, you will experience the full-scope of the field. As is appropriate, the specifics of the internship will be tailored to support the intern's professional goals in addition to the designated company needs for the position. It is the expectation of Expert Events that an intern will gain an understanding and appreciation for event planning, which will thereby enable her to fully determine if event planning is a potential future career choice.

EVENT PLANNING & MANAGEMENT: review of current procedures policies, proposals and plans for previous events; assist in conceptual design of events and programs, including creative input design sample and actual event or program proposals; conduct vendor research and evaluation for resource augmentation; conduct site/venue research and evaluation for resource augmentation; participate in vendor and client meetings; contribute to event planning process and manage specific duties as needed; serve as on-site staff for event, from load-in through clean-up; participate in event debriefing and evaluation

MARKETING & PROMO SUPPORT: review and evaluate current marketing efforts; provide assistance for enhancement of client base; develop mailing lists or other resources for prospective clients; participation in selected networking events; assist in enhancing media and public awareness for clients and company

MISC: provide writing support; assist in general office duties; provide support for projects as needed and appropriate.

Independence Visitor Center; Facility Rental and Events Coordinator Intern: The Independence Visitor Center Corporation is a Pennsylvania non-profit which operates in cooperation with the efforts of the National Park Service, the Greater Philadelphia Tourism Marketing Corporation, Philadelphia Convention and Visitors Bureau, the City of Philadelphia and the Commonwealth of Pennsylvania. The Center provides

information to locals and tourists interested in our fabulous city and what it has to offer. We are the "window to the city". The Ballroom is situated on the 2nd floor of the visitor center. The facility rental department is responsible for renting the space in the ballroom or the entire facility to promote and market our space of unique events and generate awareness. The intern may have the opportunity to plan and implement events and tours. The students will be exposed to client management; event supervision; marketing and outreach; direct mail; advertising campaigns; event follow-up; assist in marketing plan; client data input; event coordination; public relations; photography. This is a hands on event planning experience. The intern will have the opportunity to gain marketing and sales experience, will learn how to professionally network and to prioritize events and schedules; and how to work with media and advertisers. The ideal candidate will be self motivated, organized, creative, fun, energetic, customer service oriented, interested in sales, marketing and events, be able to "think out of the box" and "run with it".

Perfect Weddings; Intern: Perfect Weddings LLC provides our clients with courteous service, honest answers, ethical treatment, realistic solutions and reliable advice. We have one team of consultants plus a client concierge, along with our interns that help to make this company a success. An intern's duties may include Internet research for vendors, assisting at weddings and events, and assisting consultants with day-to-day needs. The student will learn how to successfully plan an event from beginning to end incorporating the fine details and research needed to execute the event professionally while meeting all client needs. The ideal candidate will be a quick thinker, outgoing, and possess excellent computer skills. Some weekend work required.

Radisson Plaza; Intern: The Radisson Plaza-Warwick Hotel Philadelphia is rich in tradition, as it has been servicing elite Philadelphians and guests for many years. Listed on the National Register of Historic Places, the Radisson Plaza-Warwick Hotel was originally constructed in 1926 and features fashionable English Renaissance architecture. Transformed to meet the uncompromising standards of today's travelers, the 299-room Philadelphia Hotel is located just off the world-renowned Rittenhouse Square, the city's most prestigious residential, commercial and business district. The intern will have the opportunity to work in several departments and gain a good understanding of hotel management and special events. Duties may include soliciting group event rentals (holiday parties, corporate events), making sales calls, pitching event ideas, and updating the hotel event board; assisting banquet staff in preparing for special events, coordinating with vendors, and attending events to provide services; attending business meetings. The ideal candidate will be outgoing, have excellent communication skills, and able to work independently.

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