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### **Position Summary**

Marketing & Event Intern will work closely with the Experience Manager in the management of all BCA events including pre-event in-office planning, on-site event staffing and post-event wrap and follow-up.

### **General Responsibilities**

- Provides support to Experience team including coordinating meetings, assisting with meeting preparation, and occasional administrative support
- Aid in logistic coordination for BCA's Experiential programming
- Assist with full load-in, set-up and load-out for events
- Help with coordination of sponsor logistics for events, including setup and branding placement
- Assist with research and ideation for future programming
- Help coordinate on-site registration and check-in of all guests
- Other duties as assigned

### **Qualifications**

- Must be currently enrolled as a student at a college or university (Undergrad or Graduate) preferably in a hospitality focused program.
- **Must be a self-starter** and have the ability to **take initiative** and work independently when needed
- Ability to multi-task while maintaining attention to detail and demanding deadlines
- Must be able to work off-hours as some events are early morning or evening.
- Must be a team player and be able to work with others to achieve a common goal.
- Strong technology and communication skills preferred

### **Internship Notes**

- BCA is committed to ensuring that its internships provide a valuable learning experience. In connection with this internship, BCA anticipates the intern will gain experience and knowledge in the following areas:
  - Hands-on Experience in special events
  - Development of project management skills
  - Development of custom service skills
  - Experience interacting with high-level business executives
- This is an unpaid internship
- The work environment is very active, fast-paced
- Summer Intern are expected to work an estimated average of 30 hours per week, more during heavy event times. Non-summer interns are expected to work an estimated 10-15 hours per week.
- Position is located in center city, events take place all around the greater Philadelphia region
- Some off hours are required due to event schedules.

To apply, please visit <https://BCAproud.com/job-application>