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Start date

July/August 2019

Duration

6 months

Languages

Good spoken and written English levels are required (B2 onwards)

Location

Bath, England

The setting is a UNESCO world heritage site in the South West of England. It is one of only two European cities with this status (the other being Venice). The world famous Roman Baths and other attractions bring 4.5 Million visitors per year and a very international feel. The city also hosts two great universities. It has wonderful cultural experiences & festivals throughout the year.

Are you eligible?

Are you a registered student?

Or

Are you eligible to participate in the Erasmus+ programme?

Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

Role

This is an outstanding opportunity for a proactive individual to gain practical experience in Event Management within this highly successful company. Mentored throughout, you will be given responsibility to use your excellent organisational and communication skills to assist in the setup, marketing and running of important events, hosting potential investors, VIPs and exhibitors. This experience is a great opportunity for both personal and professional development as well as being an invaluable addition to your CV

Tasks

- Take responsibility for planning activities for the Partnerships events programme under the direction of the Programme Director and Project Officer
- Contribute to the marketing of these events, interacting with other company teams
- Take responsibility for post-event communication and reporting outcomes
- Assisting to define the agenda for the events, support recruiting of speakers and exhibitors
- Maintain a database of contacts for the Partnership central team and carry out key research
- Commission external suppliers for venues, catering and AV, etc.
- Ensure the smooth running of training programmes

Skills

- Degree in Business, Management, Humanities or similar
- Experience of using Microsoft Office (particularly Excel and PowerPoint) and Outlook
- Attention to detail
- Ability to organise workload and multitask
- Good communication skills

The Host Company

This entrepreneurial host company is a collaboration between 5 leading research-intensive universities aimed at taking an idea or innovation and turning it into a successful business. Ranging from simple innovations to high-tech disruptive technologies, they have supported over 1,000 start-ups, raising over £1bn in investment, creating 9000 jobs and boosting the economy to the tune of £3.8bn. Having just secured a considerable new funding stream, they are looking to build on their amazing successes so far