

Job Title: Event Marketing Intern – VIP Area

Location: Seattle, WA (Hybrid)

Duration: ASAP

Compensation: College Credit

This internship offers a hands-on opportunity to engage directly with high-profile guests, artists, and partners, ensuring that their experience is nothing short of spectacular.

Job Description:

We are seeking an organized and enthusiastic Event Marketing Intern to assist with the management and operation of the VIP area at our block party. Your role will be crucial in making sure that our VIP guests enjoy an impeccable and memorable experience. In addition to providing a smooth and beneficial marketing experience for our sponsors.

Responsibilities:

- Setup and Teardown: Help manage the physical setup and teardown of the VIP area, ensuring that the space is functional and ready for guests before the event starts and properly cleared after the event ends.
- Designing VIP Spaces: Assist in designing and organizing an engaging and welcoming environment for VIP attendees, which includes media, influencers, artists, and partners.
- VIP Check-In: Oversee the VIP check-in table, ensuring a smooth check-in process for VIPs to collect their badges, vouchers, and any related materials. Answer questions about the VIP area and overall block party.
- VIP Lounge and Bar Management: Assist in managing the VIP bar and food area, coordinating with staff to ensure that food and beverages are well-stocked and presented attractively on the bar/table.
- Sponsorship Inquiries: Support the coordination and handling of VIP sponsorship inquiries, maintaining professional interactions and ensuring sponsors' needs are met.

Requirements:

- Must be currently enrolled in a college or university program related to event management, hospitality, business administration, or a related field.
- Must be 21+ due to liquor service in the VIP area.
- Must be able to lift items without any constraints.
- Excellent organizational skills and the ability to handle multiple tasks efficiently under pressure.
- Strong interpersonal skills and the capability to work effectively with diverse groups of people, including high-profile individuals.