

Events intern

Internship: 30hrs/week, 12 weeks (full time) **OR**
14hrs/week, 25 weeks (part time) *OR equivalent part time alternatives*

Salary: £10.20/hr (London living wage)

Reporting to: Head of Conferences and Events

The Biochemical Society organises a busy programme of events throughout the year, including scientific conferences, training events and Society events.

We are looking for an events intern to assist with the Conference Department's work; collating sponsorship information, assisting with conferences and gaining practical experience in events.

Responsibilities will include:

- Creating a single database for all current, past and potential sponsors and exhibitors
- Collating existing sponsorship data into a single file
- Gathering information from past sponsorship agreements on other support interests
- Researching potential new sponsors for forthcoming events
- Assisting with delegate queries and general events related enquiries
- Assisting with pre-event preparation
- Updating records and documents to enable the Society to get better information and analysis from previous proposals and events
- Assisting with marketing of events on social media
- Assisting onsite at events

Skills

- Interest in, and some experience of, events management
- Excellent attention to detail
- Good communication skills
- Computer literate
- Friendly and personable

Applying

To apply, please send a CV and covering letter to Lorraine Reese, Head of Conferences and Events: lorraine.reese@biochemistry.org, 020 7685 2487 by **15 January 2018**.