



## INTERNSHIP

### Office Administrative and Production Assistant

Join our team and help us produce some of the coolest festivals and event experiences in the Southeast! Based in Atlanta, Premier Events is the leading festivals and events management company with an unparalleled reputation for delivering amazing service for our clients and to event fans. We develop and produce our own themed outdoor festivals as well as provide professional management and concessions services for top entertainment venues, festivals, and events. We are on a mission to gather communities together to celebrate life through the enjoyment of memorable events. We create extraordinary experiences.

Premier Events is seeking an outgoing, articulate, organized, and energetic candidate looking to gain valuable experience in the events and entertainment industry by working with us as an office administrative and production assistant. In this role, you will work on a variety of projects in the areas of event marketing, booking entertainment, logistics, and general organization. Additionally, you will have the opportunity to provide support on-site at events. You must be able to work in a fast-paced environment and enjoy the process of planning, organizing, and executing assigned work projects.

Basic responsibilities include:

- Managing databases
- Creating event signage
- Preparing vendor information packets and other event specific materials
- Coordinating deliveries / pick-ups of various materials including signage, ticketing, or other event rentals
- Organizing files, invoices, and event paperwork
- Researching and sourcing materials

Skills Required:

- Organized
- Great at prioritizing projects with excellent time management skills and ability to achieve stated deadlines
- Able to work both independently and within a group
- Creative and flexible when problem solving
- Experience with Microsoft Office (Word, Excel, PowerPoint, Outlook). Additional experience with Adobe Creative Suite (Illustrator, Photoshop), CAD is a plus.

Essential Information:

- Unpaid internship with potential for compensation for on-site event projects work
- May receive internship credit based on university programs.
- Minimum time commitment: 20+ hours a week

Benefits:

- Gain experience in multiple areas of event development / production such as marketing, entertainment booking, logistics, and more.
- Work in a fun-filled office environment
- Experience building an event from concept to completion.

To submit for this internship, please send your resume and an outline of any previous work experience or applicable school project to Bevin Patrick ([bevin@premiereventslive.com](mailto:bevin@premiereventslive.com)). No cover letter needed.

**Deadlines:**

**Spring Internship - January 28, 2019**

**Summer Internship – May 15, 2019**

**Fall Internship – August 9, 2019**