



Corporate Gifts • Destination Travel • Exclusive Venues • Exquisite Events

WE ARE LOOKING FOR INTERNS!

Spring 2016: Half day or full days depending on your schedule.

Please email resume and availability to Tracy Mitchell at Tracy@jmccharleston.com

JMC Charleston is a full service event planning and destination management planning company located in North Charleston. JMC Charleston designs many of Charleston's social, corporate and non-profit galas including Charleston Affair and the South Carolina Aquarium Gala. We are in search of an intern to work *free of charge* in our offices during the next two semesters. Intern will be paid hourly when working events after office hours.

Join a fun team in a fast-paced work environment at JMC Charleston! You will gain experience in Charleston's event industry at one of the most highly-regarded companies in the city.

Look at **LinkedIn** and see all of the successful people in the events industry who have interned for JMC Charleston.

Internship Responsibilities: JMC Charleston

- **Work on Assigned Projects that tie into your goals as an Intern**
 - Social Media Assistance
 - Website work to include the writing of blogs and creating story themes.
 - Represent JMC Charleston at industry events
 - Assist in marketing efforts with local and national clients.
- **Assist with office administration work.**
 - Answer incoming office phones.
 - Communicate all messages accordingly to supervisors.
 - Organize event binders and compile all information in their respective place.

- **Sit in on office administration meetings.**
 - This will include meetings with potential and or current clients of JMC Charleston.
- **Attend all events being put on by JMC Charleston. (Paid hourly for on site help)**
 - Assist with set-up and break-down of event production.
 - Oversee entirety of event.
 - Weekend labor will be required.
 - Conservative Dress Attire may be require to include close toed shoes for ladies, no visible tattoos, no face piercings except for ears, shoulders covered for ladies.
- **Help organize and oversee warehouse material.**
 - Assist in cleaning warehouse items used during events.
 - It is the responsibility of the Intern to ensure that all items are placed back in their respective place after being used during event production.
 - All linens must be cleaned, steamed and re-hung on fabric line to ensure quality of re-use.
- **Communicate with off-site vendors to make confirmations.**
 - Including: Catering Companies, Event Rental Companies, Bar Services, Venues, Etc.
 - Be a part of annual events