

Events Management Intern

Pleasant Hill Chamber of Commerce

12 hours per week | Semester internship

Fall: approximately mid-August–mid-December

Spring: approximately mid-January–mid-May

Opportunity Overview

The Events Management Internship provides hands-on experience producing business, networking and community events from planning through execution.

Rather than simply staffing events, the intern becomes part of the planning process and progressively takes responsibility for individual components of Chamber programs.

What the Intern Will Do

The intern will assist with event planning, registration, venue and vendor coordination, event materials, signage, sponsor fulfillment, attendee communications, run-of-show preparation, setup, event-day operations, breakdown and post-event follow-up.

As experience develops, the student may be given operational responsibility for portions of an event or the opportunity to project-manage a smaller Chamber event under staff supervision.

Scheduling Note

Because Chamber events may occur outside normal office hours, some evening or occasional weekend availability may be required. Event hours count toward the intern's regular 12-hour weekly schedule.

Ideal Student

Hospitality, event management, business, communications, marketing or related majors. This is particularly well suited to someone who enjoys organization but also wants to be out working with people.

Professional Development: Interns will work in a professional environment with defined responsibilities, learning objectives and direct supervision. The program is designed to provide résumé-ready experience and practical skills that complement classroom learning. Academic internship credit may be accommodated in coordination with the student's school when applicable.

For more information please reach out to mdelao@pleasanthillchamber.com