



Summer Event Operations Internship

Job Description:

WCF Events seeks motivated and enthusiastic college students for our Summer Event Operations Internship program. WCF is the Midwest's largest corporate entertainment and team building company, consistently providing memorable and exceptional events for its extensive list of corporate clients.

As an intern, you will become an integral piece of the planning and execution process of WCF's various summer picnics, scavenger hunts and team building programs.

Responsibilities:

- Working with experienced event planners to produce flawless corporate events
- Creating sale proposals for prospective clients
- Researching new product offerings
- Assisting with client retention programs
- Managing event equipment and transportation needs
- Assisting with front desk responsibilities as needed

Requirements:

- Undergraduate or graduate student with an interest in event management
- Ability to multitask and work effectively in a team environment
- Strong written and verbal communication skills
- Proficiency in Microsoft Word, Excel and PowerPoint
- 1-2 years of customer service experience
- Superior attention to detail
- Must have own transportation

Additional:

- Duration of Internship: Mid-May through September
- Hours: 40-55 per week including nights and weekends
- Location: Chicago, IL