



Position Description: Event Planner

The Events intern will work closely with our Events Team to plan and execute the various events on our calendar. Interns must display a strong desire to be educated in the event execution from the beginning to the end, as well as event sustainability which is the cornerstone of all events produced at RH Academy. This internship is unpaid and eligible for school credit. Interns must demonstrate excellent written and verbal communication skills. Must demonstrate creativity, innovation and initiative. Interns are expected to be able to multi-task and manage projects independently. Must have proficient computer skills in the following: Microsoft Word, Excel, PowerPoint, Internet, and Email. Interns will be expected to work well under pressure and successfully manage multiple deadlines and competing demands. Interns must be able to thrive in a fast paced and dynamic work environment.

Responsibilities include:

- Planning, organizing and executing events as assigned
- Conduct site selection research
- Maintain events team calendar
- Provide customer service to patrons during event
- Setup registration sites and create event invitations™