

Energy Event Planning Internship

Texas A&M Energy Institute, College Station, TX

November 2018-November 2019 (part-time; paid hourly)

Job Summary

The Texas A&M Energy Institute seeks qualified individuals as candidates for a one-year internship to manage and produce an on-campus high-profile event highlighting women in clean energy from conception through to completion.

The internship will take place between late November 2018 and late November 2019 and can be used to satisfy requirements for RPTS 484 as a part of the event planning certificate at Texas A&M University.

The ideal candidate will be a creative and detail-oriented student who is committed to enthusiastically organizing unique, memorable events that are of the highest quality. This individual should be passionate about hospitality, experienced in working in teams, and ready to gain excellent experience for a future career in event planning.

Responsibilities

- Under the direction of the Texas A&M Energy Institute's administration, serve as the lead for event planning, design, and production of the event.
- Provide frequent reports to Texas A&M Energy Institute administration on the planning and design process, as requested.
- Manage timelines and deadlines to ensure all aspects of the event and its planning are delivered on time.
- Conduct market research for event parameters as necessary and appropriate.
- Review historical knowledge of the event from previous hosts. Seek and propose ideas to improve provided services and event quality.
- Organize facilities and manage event details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, etc.
- Ensure compliance with insurance, legal, health and safety obligations.
- Serve as primary point of contact with Department of Energy contractor "Energetics" for event registrations, logistics for speakers, agenda items, and other details.
- Collaborate with marketing and public relations professionals to promote and publicize the event.
- Proactively handle any arising issues and troubleshoot any emerging problems from planning stages through the day of the event.

Requirements

- Familiarity with all stages of planning, design, and production of events.
- Proven experience as an events planner or organizer.
- Compelling portfolio of previously managed events (weddings, meetings, parties, corporate events).
- Excellent time management and communication skills.
- Strong organizational skills including attention to detail and ability to multi-task.
- Ability to manage multiple tasks independently.
- Time management skills and ability to prioritize a large volume of tasks.
- Self-motivation, enthusiasm, and willingness to learn.
- Proficient in Microsoft Office and familiar with all relevant technology.

To apply, send résumé and cover letter to:

Dr Valentini Pappa

Academic Program Coordinator of the M.Sc. in Energy

Adjunct Assistant Professor of the Agriculture and Biological Engineering

Texas A&M Energy Institute

(979) 862-9148

valentini@tamu.edu

energy.tamu.edu

