

International Hospitality Media

EVENTS ASSISTANT - INTERNSHIP

We are IHM, a multi-platform media company with big ambitions and the talent to bring them to life. Together, we connect hospitality leaders through high-quality on and offline content to do business. We're the name behind Boutique Hotel News, Serviced Apartment News and Short Term Rentalz online hospitality brands.

We are on the hunt for an enthusiastic graduate to join the IHM Team. Our Intern 'hospitality stars' are a vital part of the IHM team. An internship with us is win-win. You get real, hands-on work experience that will directly compliment your degree and what's to come in the future.

IHM is growing quickly, so every intern is given training and encouraged to quickly contribute within the real business activity. You're given significant responsibility, and your efforts have a direct impact on the success of the team and the wider business.

Exposure to business is substantial at IHM. It happens right there in front of you and it happens fast. You interact daily with managers and executive members. The learning curve is steep, and it takes an ambition and brave young individual to succeed - are you ready?

Job Description:

To support the Events Manager to organise the pre, during and post event stages of annual conferences and award ceremonies for the hospitality industry.

Responsibilities include:

- Supporting the events team with logistical and administrative support
- Assisting with creative decisions
- Duties on-site at certain events including registration, guest list management, set-up, breakdown and general event support on the ground.
- Sending communications to speakers, exhibitors and sponsors pre-event
- Answering questions via email and phone from attendees regarding events
- Working on multiple events at one time
- Brainstorming and researching new "lab" ideas for each event, increasing creativity and an all round better event year on year
- Anticipating and planning for different scenarios
- Support the marketing team on the day of an event and lead up

Essential requirements:

- Educated to degree level; of relevance
- Confident communication and computer skills

- A pro-active and can-do attitude in a fast paced environment
- Highly motivated and driven person
- Great team player

Please note: the successful candidate will be expected to work from home with full support and have access to a London office (Russell Square) on Tuesday's. There is also the potential for some overseas travel.

To apply, please email your CV and Cover Letter in the first instance to:
info@internationalhospitality.media.

No agencies please.