London Sample Internship List – Event Planning

INDUSTRY DESCRIPTION

Students seeking placements in Event Planning and Coordination will need to be organised and demonstrate effective communication skills. Students may be tasked with a wide variety of roles and responsibilities and as such should be comfortable with multitasking and working within a fast paced environment. Suitable candidates for this sector may come from a varied academic background, including but not limited to; Marketing, PR, Operations and Logistics, Communications and many others.

Examples of Past Placements: (Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guarantied location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.)

Clic Sargent	CLIC Sargent is the UK's leading cancer charity for children and young people, and their families. They provide clinical, practical, financial and emotional support to help them cope with cancer and get the most out of life. CS are there from diagnosis onwards and aim to help the whole family deal with the impact of cancer and its treatment, life after treatment and, in some cases, bereavement. CS develops and manages localised and national events throughout the year.
Royal Automobile Club	The Royal Automobile Club is a private members club steeped in over 100 years of history and tradition as a social and automotive club. Today, the Club continues to prosper with a diverse membership drawn from all four corners of the globe, two stunning and unique clubhouses, a flourishing events programme and unsurpassed accommodation, dining, sports and golfing facilities. The Club continues to develop and support automobilism through its promotion of motoring events and representation on the Motor Sports Association (MSA), Fédération Internationale de l'Automobile (FIA) and RAC Foundation.
D&D London	Glamour, inspired food and impeccable service are D & D's trademarks. Stylish and unique, each venue will impress. From a high profile film premiere to a private dinner, the formerly owned Conran group of restaurants provides an experience as well as the flexibility that will help guarantee the success of the event.

Aeronautical Society	The Royal Aeronautical Society's Conference & Events Department, along with their Branch Network, organise a wide range of Events including Lectures, Seminars, Conferences, Corporate Partner Briefings and Social Events. Their extensive programme of Events aims to spread the knowledge and expertise of the Society's Specialist Groups and is designed to emphasise the Royal Aeronautical Society's role as a Learned Society.
Quintessentially Quiverz	A part of the Quintessentially group, Quiverz is an online and offline business and social networking service in the UK. Via monthly series of Quiverz events, clientele have the opportunity to chat about life and business at exclusive wine tastings, discuss mutual passions and other pleasures at private exhibitions.
Intercontinental Hotel Group	IHG is one of the world's leading hotel companies. They have 78,000 rooms in over 4,600 hotels in nearly 100 countries and territories around the world. They operate nine hotel brands – InterContinental, Crowne Plaza, Hotel Indigo, Holiday Inn, Holiday Inn Express, Staybridge Suites, Candlewood Suites, EVEN™ Hotels and HUALUXE™ Hotels and Resorts. Each one having a commercial strategy to create and manage bespoke or corporate events as part of their day to day business practice.
Marie Curie Cancer Care	Marie Curie Cancer Care is one of the UK's largest charities. It was established in 1948 – the same year as the NHS – and marked its 60th anniversary in 2008. This national organisation relies heavily upon their events team and set up multiple events and activities across the UK as part of their funding strategy.
Marriott Hotels	Marriott International, Inc. is a leading worldwide hospitality company. Its heritage can be traced to a soft-drink stand opened in Washington DC in 1927 by J. Willard and Alice S. Marriott. Today, Marriott International has nearly 2,800 lodging properties in 70 countries and territories around the world. Each London based Marriott promotes a wide range of customised events as part of their services.

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Event Campaigns – Market Research & Data Analysis – Sales/Marketing Presentations – Website Development – Fundraising – Search Engine Optimisation – Business Development – Events Support – Creation of Promotional Materials – Social Media Development- Office Administration – Community Outreach

TRANSFERABLE SKILL SETS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additions skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Strong Interpersonal Skills - Good Oral & Written Communication Skills - Creativity & Imagination – Influencing & Negotiation - Teamwork – Organisation - Business & Commercial Acumen – Research – Presentation