



Events and Programs Intern Job Description

Reports to: Events Director

Schedule: To be determined in coordination with intern and staff

Job Summary: The Events and Programs Intern will assist with implementing the Broken Arrow Chamber's events and programs activities. Duties will include assisting with planning and executing the chamber's programs under the direct supervision of the events director.

Essential Duties and Responsibilities:

- Assist with aspects of event management and execution including, but not limited to:
 - Seating Charts
 - Vendor communication
 - Overseeing sponsorships and ensuring sponsorship fulfillment
 - Procedure creation for events
 - Event registration
 - Event set up and tear down
 - Event surveys- send and analyze
 - Event summary and post event wrap up to include surveys, invoicing, budget tracking.
 - Assist with pick up and delivery of event related items as needed.

Necessary Skills:

- Ability to communicate professionally with staff and a variety of interest groups
- Maintain confidentiality
- Ability to collect and analyze data
- Strong writing and communication skills
- Basic computer skills

Hours: To be determined in coordination with intern and staff

Credit: Chamber will assist the intern in earning college credit if needed

To apply, email resume' to tiffany.shepard@bachamber.com