



**Job Title:** Event Management Intern

**Reports to:** Events Manager

**Hours:** 20 hours a week

### Summary

You will have the opportunity to work with the Events Manager on the planning and execution of events at the UPMC Events Center. You will learn how to organize live events to create a positive guest experience. This internship is unpaid and is from September to December.

### Qualifications:

- Must be able to work weekends and evenings including all major events at the UPMC Events Center
- Currently enrolled in a four-year university or college
- Initiative to learn and produce high quality work
- Ability to occasionally work long hours in a fast-paced environment
- Ability to prioritize and problem solve while working under deadlines
- Must be detail oriented with the ability to multi-task
- Excellent oral, written, and interpersonal skills
- Strong customer service skills
- Some knowledge or experience in Event planning is preferred
- Reliable and punctual
- Previous security experience helpful

### Position Functions & Learning Opportunities including (but not limited to):

- Assist the Events Manager in the planning, organization and supervision of all events at the UPMC Events Center.
- Help with the creation of event specific documentation.
- Coordinate meetings with outside clients and communicate event needs to all departments.
- Assist with daily operations including but not limited to set-up, coordination of all arena events, daily meetings, filing event information, scheduling, staffing, event billing & finances, and special projects.
- Act as Manager on Duty for small athletic and corporate events held at the UPMC Events Center.
- Work closely with Guest Services, Ticketing, and Security to ensure all front of house needs are met during all events.
- Other duties as assigned

To Apply:

*Please send employee application, cover letter, and resume to Katie Evans at [kevans@upmceventscenter.com](mailto:kevans@upmceventscenter.com)*

*OVG Facilities is an EOE/DFW; Offered candidates must submit to / successfully complete pre-employment screens (background & substance) prior to hire*