



Event Planning Internship Job Summary (Virtual) - 2024

In this collaborative entry-level role, you will get a chance to learn important skills and gain professional experience by working on two of the largest festivals in Mid-Missouri, Junk Junktion Vintage Market and/or Mid-Missouri's Christmas Festival. Our ideal candidate is organized, has attention to detail, creative thinking abilities and vision for the event.

About the Moberly Area Chamber of Commerce

The Moberly Area Chamber of Commerce is a non-profit membership organization located in Moberly, Missouri. We work to promote, sustain and grow the region through our membership, tourism implementation, events and more.

The event marketing intern will work on tasks that will drive awareness and increase attendance at our events. This internship is an opportunity to work closely with a team of experienced industry professionals. The intern will work on various projects, including but not limited to market research, promotional efforts, project management, entertainment, event map design, layout and other logistical aspects of the event. Candidates should have the ability to work in a fast-paced business environment which requires excellent communication skills. *Applicants should be current students in a 4-year post-secondary program, graduate business program, or recent graduates. Please send portfolio samples along with your resume to apply for this position.*

Detailed job duties include:

- Conduct market research
- Propose ideas to improve the overall quality of the event
- Organize and coordinate aspects of this event including entertainment, communication with partners, promotional efforts and more
- Work with marketing team to promote and publicize the event
- Oversee projects promptly

Skills and Qualifications

- Currently enrolled in a four (4) year college, graduate business school, or recently graduated with a degree in marketing, business, communications, or related fields
- Ability to work independently on multiple projects in a fast-paced environment
- Strong organizational skills
- Strong written, verbal communication skills and use of Excel

Please send resumes and sample portfolio work to chamber@moberlychamber.com