



Summer/Fall Internship

About this Job: Agency 21 Consulting is seeking an outgoing student with a passion for the events industry for our Miami or NY office! We are looking for a Summer or Fall intern who has communication skills, both oral and written, be able to adapt on the fly, and juggle multiple projects simultaneously. The position offers tremendous growth opportunities within a full service event management, sponsorship and marketing agency that specializes in culinary arts, sports and entertainment.

Primary Responsibilities

- Event Manager Assistant:
 - Assist with event management and production tasks
 - Take detailed notes at meetings & send reminder to the team
 - Create check lists, forms and information sheets for event managers
 - May also assist with sponsor activation calls
 - Research on new fresh creative event ideas

Skills Needed

- Written & Oral Communication
- Organizational
- Creative & Innovative
- Responsible & Committed

Desired Experience

- Any prior event, office administration and sales experience is beneficial

Learning Outcomes

- Real event experience
- Improve on written and oral communication
- Network with clients and event sponsors
- Become more innovative and learn creative ways of solving problems

MIAMI - The intern will be mentored by Maribel Chaluja, Director of Operations

NYC- The intern will be mentored by Myah Holmquist, Director of Operations

About Agency 21 Consulting: Agency 21 Consulting is a modern agency that specializes in Corporate Sponsorship Sales and Activation, Event Management, Strategic Marketing and Corporate Consulting. Our unique and creative approach with a results-driven framework makes us one of the top event marketing agencies in Miami and New York City. <http://www.agency21consulting.net/>