

## **Events Planner Intern at Fat Pants Brewing Co.**

The Events Planner Intern will play a key role in helping our team prep for several events, as well as assist in the creation and development of new events that will launch in 2023.

This position will gain experience in all aspects of event planning ranging from what it takes to launch a new event in the market, negotiating contracts with vendors and clients, designing food and drink menus, to managing a team of events staff, and more. This intern will walk away with valuable insights into what it takes to create, manage and lead and plan a variety of events in a fast paced environment.

## **Interning at Fat Pants Brewing**

The Fat Pants Brewing Co Internship Program is designed to provide high school student exploring career and education options and college students or recent college graduates a valuable learning experience where they can grow professionally and personally. Our internships offer significantly more than “busy work.” As an intern, you'll receive professional development and leadership training, exposure to senior leaders, and mentoring relationships with professionals in the fields of events development, entrepreneurship and marketing.

## **Internship Program Details/Requirements**

Fat Pants’ internship program offers a competitive hourly pay rate, all necessary equipment will be provided. Interns work 15 to 18 hours per week on average with Thursday as our required “all team” workday. The schedule is flexible to accommodate remote work opportunities where possible and to ensure education and family obligations remain at the forefront for our staff.

Interns will be asked to participate in onsite events, professional development opportunities and to get outside their comfort zones as they learn skills such as team leadership, sales and marketing, budgeting and post-event data analysis.

## **Responsibilities**

- Assist in the oversight and delivery of current events
- Assist in the creation of new events

- Assist in all aspects of new event development work such as, but not limited to; branding, calendaring, venue preparation, competitive analysis, creative element ideation, contract negotiation and more
- Assist in the pre-event planning and participate in the on-site event team
- Assist in the set-up/tear-down of events as needed
- Manage Events Team pre-event communication
- Prepare communications for the team at large; co-lead announcements with Event Coordinator
- Assist Event Coordinator with catering orders
- Prepare & co-lead events training and newsletters/broadcasts alongside Event Coordinator
- Lead events team huddles as needed
- Assist event team elsewhere when needed

In addition, we ask our interns to participate in a weekly team meeting to observe, offer feedback, receive assignments and glean leadership development principles.

## **Qualifications**

- Detail oriented
- Multitasker
- Excellent written and verbal communication skills
- Knowledge of project management, event coordination, marketing, and social media
- Advanced familiarity with Microsoft 365 preferred
- Interest in hospitality, event planning, communications, ministry, business, or other relevant area
- Demonstrated ability to take ownership and initiative

Compensation: \$15/hr for 15-20 hrs/week

Remote work opportunities available. Company provided devices.