



LONDON SAMPLE INTERNSHIP LIST

EVENT PLANNING





INDUSTRY DESCRIPTION

Students seeking placements in Event Planning and Coordination will need to be organised and demonstrate effective communication skills. Students may be tasked with a wide variety of roles and responsibilities and as such should be comfortable with multitasking and working within a fast-paced environment. Students should be aware that Events roles are available across all sectors, where possible they will include working on specific events, however there is often a large amount of office-based work that will form part of the role. Suitable candidates for this sector may come from a varied academic background, including but not limited to; Marketing, PR, Operations and Logistics, Communications, and many others.

EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;">Alterniq Events</p> 	<p>Alterniq Events is an event management agency based in Canary Wharf specialising in the creation of bespoke corporate events.</p> <p>Alterniq creates simplicity out of complexity; developing refined and effective solutions, to produce events that leave a lasting impression, exceeding all expectations. Our team utilises creativity, innovative thinking and market expertise whilst working closely with every client to produce concepts truly representative of their unique goals and objectives.</p> <p>By focusing on business and private partnering, our goal is to produce unique events tailored to you.</p>
<p style="text-align: center;">CLIC-Sargent</p> 	<p>CLIC - Sargent is the result of a recent merger of non-profit organisations that support families at home and in hospital from the day of diagnosis. They fund more than 100 CLIC-Sargent Care Professionals, who provide a wide range of services. They raise money through several high-profile events.</p>
<p style="text-align: center;">Conker Events</p> 	<p>Conker Events offer bespoke event planning and management, taking your seedling of an idea and making it grow. They believe that every wedding, party or fundraiser should be different, because it should be totally unique to the customer. They pride themselves on working collaboratively with clients, helping to unleash and fulfil their creative ideas; whether they're full to the brim of them, or think they have none at all.</p>

<p style="text-align: center;">Elephant Family</p> 	<p>Elephant Family is making a real difference to the fate of the endangered Asian elephant. By working where we are most needed and forming trusted partnerships, we are saving one the world's most magnificent and threatened creatures.</p>
<p style="text-align: center;">KIDS</p> 	<p>KIDS is a national charity dedicated to helping children with disabilities and their families. The KIDS way is unique; there are no other organisations which provide the same extensive range of services to children with every kind of disability, aged from 0 - 19 years, in partnership with parents. The focus of the services is upon all of the child's needs including educational, social, developmental and emotional.</p>
<p style="text-align: center;">Marriott Hotels</p> 	<p>Marriott International, Inc. is a leading worldwide hospitality company. Its heritage can be traced to a soft-drink stand opened in Washington DC in 1927 by J. Willard and Alice S. Marriott. Today, Marriott International has nearly 2,800 lodging properties in 70 countries and territories around the world. Each London based Marriott promotes a wide range of customised events as part of their services.</p>
<p style="text-align: center;">VNV Live</p> 	<p>VNV Live is an innovative live events company specialising in professional audio, lighting and staging services for private, public & corporate events. From the smallest private function to the largest media covered awards show, there's no event too big or too small for the highly experienced VNV Live team.</p> <p>We've worked on a wide range of events including corporate conferences, award shows, weddings, birthday parties, live music shows and much more!</p>

POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

Business Development

Market Research & Data Analysis

Community Outreach

Office Administration

Creation of Promotional Materials

Sales/Marketing Presentations & Promotion

Event Campaigns

Search Engine Optimisation

Events Support

Social Media Development

Fundraising

Website Development

TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

Business & Commercial Acumen	Presentation
Creativity & Imagination	Research
Good Oral & Written Communication Skills	Strong Interpersonal Skills
Influencing & Negotiation	Teamwork
Organisation	

PERSONAL PROFESSIONAL DEVELOPMENT

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Management and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. **Career Based or Vocational Skills:** The development of specific knowledge or abilities related to an occupation.