Looking For:

INTERN

- Will assist in office for Event Planning to prepare for concerts, Pitt and Steelers football games, and other events, as well as perform other administrative tasks
- Will assist in presenting orientations to small and large groups of people
- Will work events at the Post-Gazette Pavilion and Heinz Field
- Computer and communication skills required
- Cover letter and resume required to apply

Must be:

- at least 18 years old
- able to pass a criminal background check
- able to work 1-5 days in the office (between 9am and 5pm, hours flexible) as well as events at the Post-Gazette Pavilion and/or Heinz Field (some weeknights, Saturdays, and Sundays) through the end of football season
- proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- able to perform well in high stress environments and situations
- comfortable speaking to small and large groups of people

This is a partially-paid internship:

- All hours worked in the office will not be paid.
- All hours worked at events will be paid.

Questions or Concerns:

Contact Paul Meyer
Director of Operations
412-321-2707
Email: paulm@landmarkeventstaff.com