



*"YOUR PREMIER LIVE-EVENT DESIGN
AND PRODUCTION RESOURCE"*

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Description:

Looking to get your foot in the door and jumpstart your career in the Event Production and Marketing industry? Want to learn what it takes to produce live events from inception to completion, and how to seek out and reach out to perspective clients? You're in luck!

Hughie's Event Production Services, one of the tri-state areas largest Event Production Companies, is seeking two interns to work out of our Pittsburgh office immediately. Our internship program though new, is highly structured, selective, and rewarding. With an emphasis on education and hands on experience, you'll walk away with a polished and valuable real world know how.

What You'll Get Out Of It:

College credit for your hard work
Thorough knowledge of the sales, planning, and technical aspect of live events
Opportunities to work and collaborate with seasoned industry professionals
Plenty of hands on experience in all areas of Event Production

Responsibilities:

Finding leads to upcoming events
Researching potential markets
Creating and sending email blasts
Answering phones
Prepping equipment and working live events

Requirements:

Some secretarial skills; MS Word, Excel, Internet
Personal Transportation to and from the Pittsburgh office
Good phone etiquette
The ability to follow direction and work well with others
Cheerful and positive attitude in general
Knowledge of the Audio Visual Industry is a plus but not a requirement

For More Information Contact:

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