



Looking to work in a beautiful, historic downtown Indianapolis office and gain onsite event experience that could include high profile events across the globe? Take advantage of this exciting internship opportunity! We need enthusiastic students, who are ready to take on events such as the Indy 500 as well as assist with meetings/events for many of our big name clients throughout fall. We are leading into one of our busiest times of the year, so you will gain a wide range of experiences that will benefit you in school and in your future career!

cmcglobal is a full service meeting and event consultant company that operates around the globe. We are currently looking for:

<u>Position Type:</u>	Internship (paid)
<u>Fall Internship:</u>	August 2017 to December 2017
<u>Hours:</u>	Flexible (20-30 hours per week)

Job Description:

The intern position consists of, but is not limited to the following duties and responsibilities:

- Project research
- Data entry
- Reporting
- Design and production of meeting materials
- Oversee production outputs
- Communication with venues and clients
- Possible travel & onsite duties
- Various duties required by management

Skills Desired:

- Ability to multi-task
- Good customer service skills
- Passion for event planning
- Proficiency in Microsoft Office

Feel free to check us out at www.cmcglobal.com, or find us on Facebook and Twitter.

Interested candidates should submit resumes to Pamela McKinney pamelam@cmcglobal.com