



## Lift 09 Conference Event Management Internship

LIFT is recruiting! As the events grow we need more and more talented individuals to join our team. Contact us if you are interested, and please forward these jobs to your friends!

Lift 09 conference will take place from February 25–27 2009 in Geneva. We are looking for a motivated and reliable intern who wants to gain insights and valuable work experience in all aspects of the event management of one of the most innovative international conferences.

### **Job Description**

As Event Management Intern you assist the Lift Team in all aspects and phases of the conference preparation and production:

#### **Event logistics**

- Evaluation, booking and management of locations, equipment, catering etc.
- Team- and volunteers coordination
- Hiring and tracking of third party- and partner services such as catering, security, stage techniques, registration, design agency
- Organization of special events during and after the event, such as pre-conference drinks, speakers dinner, after conference brunch, visits, partner apéro
- Coordination of invitations and subscriptions for special events

#### **Speaker- and participant logistics**

- General information service for participants and speakers
- Travel-, flights- and accommodation booking
- Coordination speaker schedules, pick-up services and interview dates
- Participant registration support via e-mail and telephone

#### **PR & communication and sponsoring**

- Coordination of partnerships and visibility
- Assistance for the partner caretaker
- Coordination of promotion- and press activities
- Announcements on the official conference blog
- General updates on the website
- Press follow-up, consolidation of all media coverage

#### **Finance & Administration**

- Budget controlling
- Invoicing and archiving
- Weekly financial reports
- Management of contracts, correspondence and agreements



## **Workload**

Ideally 50–80% during 3–4 months. The perfect candidate would be available from early December 2008 to early March 2009.

## **Requirements**

- English and French is a requirement, German a plus
- Reliable, passionate, excellent communicative skills, proactive and autonomous attitude
- You will have to be flexible, enthusiastic, open to both internal and external suggestions, and dedicated to helping LIFT become the best and nicest conference possible for the whole community
- Interest in the themes and spirit of Lift conference

**Interested?** Is this you we are talking about, or you know somebody who could be a great match for this mission? Please send us your application to [jobs@liftconference.com](mailto:jobs@liftconference.com) and include as much information as possible about your experience and motivation.