



Internship in Event Management

We are a marketing and event management company organizing the first Christmas Village in Philadelphia. Therefore we are looking for highly motivated, versatile and creative individuals (m/f) to become part of our team.

Duration: from mid-September through December 2008

Schedule type: part-time, hours flexible based on availability

Mode: unpaid

Location: Philadelphia, PA

Your tasks:

As we are a start-up company, your work will be multifaceted. Depending on your professional orientation and your preferences, your tasks might include but are not limited to:

- Assisting marketing in developing and executing the marketing strategy
- Assisting the planning of the cultural program (artistic and culinary)
- Supporting purchasing and caring for suppliers
- Taking care of vendors, sponsors, media contacts and PR; maintaining the online presence

Your profile:

- Academic background in culture, arts, business, tourism, catering, journalism or similar
- Self-starter
- Good communication skills in English
- Good command of MS Office applications

If you feel like doing something that is a little bit different and you are interested in becoming part of our young start-up team, please send your resume to hr@philchristmas.com.

If you have any further questions, please do not hesitate to contact us.

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www.philchristmas.com
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Christmas Village in Philadelphia