



Event Management Internship

We are looking for an Event Intern to join our team. You will become an integral part of the team working on events ranging from intimate VIP dinners to large scale festivals. You will have the chance to be involved in every step of the event process from creative input and pitches to finding cool new suppliers and being on site at events.

If you are the right fit the internship could become a full-time position.

Who are we?

Urban Events don't just organize events, we live and breathe events and keep our fingers on the pulse of what's hot and what's not. We approach every event with a clean sheet of paper and an open mind, making sure we fully understand our awesome clients' objectives before putting pen to paper and turning the ideas into reality. We are a small, dynamic team of event professionals, based in the UAE, with over 30 years of international experience across a multitude of industries.

Who are you?

We only want people who are willing to get stuck in, no matter the task; even the Director of urbanevents stuffs goody bags! You must be a go-getter, a creative thinker, flexible, and have a positive attitude.

Due to the nature of some of our clients and events, you must be willing to work with alcohol brands and in places that serve alcohol (restaurants and bars), and be 21+ years.

What you'll bring:

- Your fun
- Your creativity
- You must be curious and fearless!
- Previous experience in the workplace and/or volunteering or organizing events at university.
- A structured and detail-oriented approach to work, as well as a high degree of initiative and independence.
- You are a team player – our success requires a broad set of skills, so working together is essential.
- A good knowledge of MS Office and/or MAC Office. Knowledge or interest in any design app/software (Adobe, Procreate, sketch Up, CAD) is a plus.
- An interest in aesthetics and new trends: you like to think outside the box.
- A passion for live events, music, art, sport and nightlife. You know what's going on in the city and new openings.

- Fluent spoken and written English (any other language is a plus)

What will you learn?

All the insights of the event industry

- Client relationship management
- How to build a proposal and a budget
- How to manage suppliers
- How to create a running order
- And you will be part of a team delivering unforgettable events!

The hours can be long, but they're fun and rewarding. We love to have fresh, young thoughts injected into our ideas, and we will make sure that you are involved in everything we do, experiencing all aspects of events, and set you on your career path of becoming an Event Manager, all while having a great time.

The small details:

Deadline for application: End of September 23

Start date: Immediate

End date: End of December 23

Working hours: You will be working in our offices (our regular office hours are Monday to Friday, 9:00am - 6:00pm) as well as on site at events. This is a full time role with some weekend and evening work required.

Payment: This is a paid internship and you will be provided with a small monthly stipend.

Requirements: You must have your own visa with an NOC. You must be over **21 years of age**.

How to apply:

Feel free to share and express yourself in any way that you think will make you **stand out** : a video, a portfolio, a song, a creative CV for example and send it to karina@urbanevents.ae with 'Event Intern' in the subject.

In your application, please answer these **3 questions**:

- What sparked your interest in the world of events ?
- What type of role do you want to take on after this internship?
- Why do the urbanevents team need you?