



JOB DESCRIPTION

Job Title: Intern
Reports To: Production Supervisor
FLSA Status: Non-Exempt
Category: Full time
Department: Production
Approval Date: January 20, 2026

Summary: Art of the Event provides exceptional, customized experience for corporate clients and event planners across New England, with the goal of delivering wow-factor at every set up.

The **Intern** is responsible for supporting the production team in effectively designing, and producing corporate and social events from concept through event day execution.

Essential Duties and Responsibilities include the following, however other duties may be assigned based on business necessity.

Event Design and Coordination

- Assists production team with the coordination and execution of design concepts, from RFP to the on-site coordination phase.
- Helps with handling onsite needs as directed and works onsite at events as required.

Administrative Tasks

- Assist with vendor or client outreach, proposal and marketing activities.
- Provide office support by taking client and general phone calls. Provide admin support as needed.
- Collaborates with various departments and communicate effectively with employees and leadership.

Additional Requirements

- Consistently performs as a positive, supportive and professional representative of the organization.
- Performs other duties as required.

Qualifications

The requirements listed below are representative of the experience, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A resourceful, start-starting mindset
- The ability to work independently and stay organized
- Clear written and verbal communication skills
- Strong organizational skills and attention to detail.

Education/Experience

- One year of event-related experience in events preferred.

Work Environment

The noise level in this environment is moderate.

Physical Demands

Prolonged periods of standing