



Events Assistant/Intern Description

**Looking for an exciting internship position with a growing and rewarding team?
Then The Ferris Group is what you have been looking for.**

Founded in 2005 by the brother and sister team of Eric Ferris and Kristin Beth Ferris, The Ferris Group provides unsurpassed expertise and unwavering commitment to their clients' vision. From concept to execution, they bring ideas to life and provide seamless management of the process. Whether you require turn key services or single segment development, The Ferris Group expertise is unsurpassed.

Location: Hartford, Connecticut
Start Date: rolling
Paid or Unpaid: Unpaid

Description: The Events Assistant/Intern will report to the Chief Creative Officer. This internship will provide practical, hands-on experience in the area of event planning, fund-raising, sponsorship development, grass roots marketing and public relations. This position requires good computer and organizational skills and ideal candidates must be able to work with both loose supervision and as part of a team.

The Development Intern's day-to-day duties will include:

- Special events coordination;
- Volunteer management;
- Writing press releases;
- Managing social networking sites;
- Database management;
- Other duties as they arise;

Qualifications: Ideal interns must present themselves professionally, have a strong work ethic and demonstrate excellent communication and motivational skills. Preference is given to applicants studying towards earning an Event, Tourism, Hospitality, or Marketing degree.

How to Apply: Send resume, cover letter, and 2 references to:

The Ferris Group Internships
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