



## EVENTS AND MARKETING INTERNSHIP

Do you love weddings events, and want to either get your feet wet in the world of hospitality and event management, or grow your past experience with new challenges? We are looking for you!

### JOB DESCRIPTION

Roles and responsibilities:

- Capture event content (setup, special moments, behind the scenes, décor) highlighting the venue space. Capture on video and photo and compile for social media.
- Research outreach opportunities to generate new business and introduce ourselves, specifically to local companies, temples, nonprofits, and meeting professionals.
- Contact various groups listed above, under the direction and on behalf of ownership.
- Assist at events at Olio, as needed and as available.
- Contribute creative ideas for how to grow and market the business.
- Other outreach projects, as assigned.

### QUALIFICATIONS

The ideal candidate for the Events and Marketing Internship will be:

- Passionate: Eagerness and aptitude to learn new skills, and be able to adapt to a variety of tasks and shifting priorities. Willing to get “hands dirty” working on events and in our building.
- An excellent communicator: Strong communication and interpersonal skills, with an emphasis on business/personal etiquette and responsiveness, as well as the aptitude to work with a wide range of personalities.
- Organized and dedicated: Extreme attention to detail is required, as is the ability to prioritize and multi-task within a fast-paced environment.
- Technology Proficient: Experienced with Microsoft and Google Suites, as well as social media platforms.

### ADDITIONAL INFORMATION

Applicants who have experience and interest in event planning are encouraged to apply. Much of the work during the week can be done remotely, and in-office work is required for events. This is a part-time internship that can be completed for college credit. Pay will be based on experience and on a per-event basis. The period of this internship will be established with each candidate, but should be a minimum 3-month commitment.

### COMPANY DESCRIPTION

Olio is a new, non-traditional event space for weddings, parties, corporate events, galas, and more. We are a mother/daughter owned business and our office is located in downtown Peabody, Massachusetts at our venue. This is an excellent opportunity for a qualified candidate to be part of a small, startup business and make real contributions to its growth. For more information about our company, visit [www.oliopeabody.com](http://www.oliopeabody.com)

MODERN / INDUSTRIAL



E V E N T   S P A C E

**TO APPLY**

Submit a thoughtful cover letter and concise resume to Sarah Narcus at [sarah@oliopeabody.com](mailto:sarah@oliopeabody.com)

Olio Events LLC is an Equal Opportunity Employer. Candidates with diverse backgrounds and experiences are encouraged to apply.