



Internship - International Project Management in Events

Full-time role based in Monaco – various starting dates

Tasks:

- working on the client's request and preparing an offer
- making research to support projects
- negotiation with suppliers
- assisting with site inspections
- assisting with event coordination
- updating databases and client lists (software supported)
- supporting team in Grand Prix preparations

You will learn:

- the process and stages of managing a project as well as on-site coordination
- the structure of hotels and restaurants in the area, as well as their organisation and their event planning rules
- how to source the perfect venue for events (through site inspections of local hotels, event venues and restaurants)
- how to work with suppliers and find the most competitive offer
- how to manage and optimize database
- preparing presentations and offers for clients
- how to work in a professional office environment
- how to work in a team as well as independently
- how to work efficient within tight deadlines

You have/are:

- Fluent English and working proficiency in French - additional language is a great asset
- High proficiency in MS Office



- Ability to work in Photoshop / Illustrator / InDesign is an asset
- Positive attitude and great interpersonal skills for client service (relations)
- Fast learner and willing to learn and undertake new tasks
- Extreme attention to detail
- Organized and focused
- Ability to grasp and comprehend ideas and information quickly and progress on it independently
- Ability to multitask and respect deadlines

Remuneration

- There is no remuneration foreseen at this stage, however at the end of the internship there is a possibility of a bonus at managements' discretion depending on the intern's performance throughout the internship.

Contract

- Interns and CMX Event (and University) will sign a contract and a certificate will be issued at the end of the internship.

Dates

- Varied start dates available.
- The internships at CMX Event are between 4 to 6 months, whereas the period of 6 months is strongly preferable due to the nature of our business.

CMX EVENT MANAGEMENT is a leading Destination Management Company / Event Agency in Monaco and French Riviera. With a team of 10, we organise events throughout the whole French Riviera from Monaco to Cannes, Nice, Corsica, St Tropez, Provence, Marseille. We run MICE events and one of our leading operations is hospitality for Grand Prix of Monaco. Our clients are international event agencies or corporate clients from around the world.