

## Conference Planning Internship

This internship will place the successful candidate at the very core of a real-world conference planning effort. Reporting to the Chairperson of the Emerging Learning Design Conference, the intern will be part of every aspect of the planning and execution process, depending on what semester s/he serves as an intern. Although many responsibilities of the conference are handled by other members of the executive team, the Chair is ultimately responsible for everything: the buck stops with him/her.

The intern, depending on time of year, will work with the conference Chair and Executive Board regarding:

- Facilities
- Catering
- Registration
- Keynote speaker
- Presentation program
- Travel and hospitality arrangements
- Conference theme
- Membership
- Press and public relations
- Web and social media
- Printed materials
- Volunteers
- Conference day events

### Requirements:

The successful candidate will be well organized, able to work individually as well as part of a team, be proficient with technology, including but not limited to either Mac or Windows and Microsoft Office products, and have a desire to learn hands-on what it takes to put a conference event together.

The position is a non-paid, part-time internship with a time commitment of approximately 20 hours per week.