

### **Position Summary**

Stratus Firm is seeking an Event Production Intern to begin during the summer. This internship will be in-person. Stratus internships are paid and require a minimum of a 24-hour commitment per week. Interns can also extend their hours up to 40 hours per week.

### **Company Overview**

At Stratus, we go beyond traditional event planning, crafting extraordinary experiences with over a decade of expertise. We are a versatile team of event planners, producers, designers, project managers, videographers, and more. From multi-day summits and conferences to galas and live broadcasts, we take the lead in delivering reliable, high-quality experiences. We take care of every detail to give our clients and their guests a flawless experience, every time.

**Period of Performance:** June 2, 2024 - August 30, 2024\*

**Job Description:** Stratus seeks an intern to assist with the 2024 summer event season as well as marketing and business development efforts. This intern will report to a Stratus Senior Producer.

Interns will be responsible for creating event documents (timelines, contact sheets, look books, etc.), researching event venues, maintaining vendor databases, providing on-site support for events and working with the Stratus team on event concepting and messaging. In addition, marketing and business development tasks will include creating print and digital materials, researching prospective clients, and drafting outreach. Other duties will include client project management, writing blog posts and marketing campaign emails, creating and posting content to social media, and general website maintenance.

This intern also must have a close attention to detail, willingness to pitch in where needed, be a self-starter, and be comfortable working in an office environment that is different day to day. An ability to quickly switch from task to task and an acumen for problem solving are also critical. Studies in marketing, PR, and business are all a plus.

### **Desired Skills**

- Proficient in Microsoft Suite and G Suite products
- Familiar with event technologies such as Social Tables
- Familiar with editing Squarespace based websites
- Familiar with project management software Monday.com



To apply, please email resume and cover letter to [careers@stratusfirm.com](mailto:careers@stratusfirm.com) with 2024 Summer Event Production Internship as the email subject line.

Stratus is an equal employment opportunity employer for all applicants and employees. Stratus Firm does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, genetic information, or any other protected characterization. Stratus Firm also practices a blind recruitment process.