

BERBANK EVENTS

RENTALS & DESIGN

Marketing & Event Design Internship

Job Description

Here at Berbank Events, we are looking for driven & enthusiastic individuals that want to gain valuable experience in the event industry. You will have the opportunity to learn more about the rental business, event design, online media, marketing and more.

Employment Type
Internship

Responsibilities

What you will do:

- Work directly with managers on social media, marketing, and event planning strategies
- Write, edit, and distribute email blast
- Work with the Social Media Manager to create content
- Assist in planning and execution of events.
- Work with the Berbank team on office projects
- Provide occasional administrative support and office assistance as needed

**Min. Hrs
Required**
10hrs/week
some weekends

Salary
\$10/hour

What You Will Learn

- Social media and online marketing
- Web management and development
- Email marketing campaign development and implementation
- Working with a team to provide products and services
- Create valued advertisement to expand the business' clientele

Requirements

- We accept applications year-round on a rolling basis.
- Interns are required to spend at least 10 hours a week in our office in Spartanburg, SC. Some weekend work will be required.
- Academic credit is available. Please talk to your academic advisor about credit applicability.
- Knowledge of various social media platforms is encouraged, and excellent communication and writing skills are preferred.

Please email your cover letter and resume to erica@berbank.com with the subject line "Internship."