



Job Title: Intern – Event Management

Organization: I-STEM National Portal (istem.gov.in)

Location: IISc, Bengaluru (On-site)

Duration: 3-6 months

Monthly Stipend: Rs. 5,000/-

Job Type: Internship

Overview: I-STEM National Portal is seeking a dynamic and detail-oriented individual to join our team as an Event Management Intern. This internship provides a unique opportunity for students or recent graduates to gain hands-on experience in planning and executing events related to science, technology, and engineering.

Responsibilities:

- *Event Planning:*
 - Assist in the planning and coordination of various events hosted by I-STEM.
 - Work closely with I-STEM team to ensure events align with organizational goals.
- *Logistics Coordination:*
 - Support logistical arrangements for events, including venue selection, catering, and audio-visual requirements.
 - Coordinate with vendors and suppliers to ensure seamless event execution.
- *Participant Communication:*
 - Assist in communication with event participants, including invitations, confirmations, and providing event details.
 - Manage RSVPs and participant inquiries.
- *On-Site Event Support:*

- Provide on-site support during events, including registration, participant guidance, and troubleshooting.
 - Collaborate with event team to address any unforeseen issues.
- *Post-Event Evaluation:*
 - Assist in the evaluation of events, gather feedback, and contribute to post-event reports.
 - Contribute ideas for continuous improvement in future events.
- *Promotional Activities:*
 - Support promotional efforts for events through social media, emails, and other channels.
 - Assist in creating marketing materials and event documentation.

Qualifications:

- Currently enrolled in an engineering/management undergraduate or graduate program or recent graduate. Candidates with experience in event management at college level and sponsor management will be preferred.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.
- Detail-oriented with a focus on delivering high-quality events.
- Proficient in Microsoft Office Suite.

Benefits:

- Hands-on experience in event management within the science and technology sector.
- Exposure to a dynamic and collaborative work environment.
- Networking opportunities with top professionals in the industry.
- Mentorship and guidance from I-STEM COO for career development.
- Recommendation Letter directly from the I-STEM COO.
- Monthly stipend during the course of internship.

How to Apply: Interested candidates should submit their resume along with a cover letter outlining their interest and relevant qualifications to nodal.office@istem.co.in by **15th Dec, 2023**. Please use the subject line "*I-STEM Intern (Events) Application - <Your Full Name>*".

Please note: I-STEM National Portal is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply. Only shortlisted candidates will be contacted for interviews.