



AMITY TECHNICAL PLACEMENT CENTRE

DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA

IEIA

Internship Opportunity - 2020 Passing Out Batch

Company	INDIAN EXHIBITION INDUSTRY ASSOCIATION		
Batch	2020 Passing Out Batch		
Joining	IMMEDIATE		
Date of Campus	Will be Informed later		
Reporting Time	Will be Informed later		
Venue	Will be Informed later		
Job Title	<ol style="list-style-type: none"> 1. Event Support Interns 2. Content Writer Interns 3. Research Fellow Interns 		
Eligible Degrees	Any Graduate		
Eligible Branches	All		
Eligibility Criteria	10 th	-	60 % Criteria
	12 th	-	60 % Criteria
	Graduation	-	60 % Criteria
	Post-Graduation	-	60 % Criteria
Location	Delhi		
Compensation (CTC)	8,000 – 10,000 per month		
Roles & Responsibilities	<p>Profile 1 :</p> <ul style="list-style-type: none"> • Support in organizing event • Calling target market to book space for the seminar & expo. • Help generate lead by cold calling • Event planning, design and production while managing all project delivery elements within time limits with the team. • Manage invitee list, special guests, equipment, promotional material etc. • Cooperate with marketing and PR to promote and publicize event • Proactively handle any arising issues and troubleshoot any emerging problems on the event day • Manage event set up, tear down and follow-ups with the team. • Works on all the event requirements • Help team to conduct pre- and post-event evaluations and report on outcomes <p>Profile 2 :</p>		

	<ul style="list-style-type: none"> • Collect, edit and prepare content for websites through a structured approach • Must be able to do research and write content for company website and social media channels. • Editing and proofreading blogs and marketing materials. • Work with team members on new event promotion, testimonials, media interviews and referrals from existing customer base to generate unique content. • Support the PR and Media team through leadership articles, advertorials, press releases, interview stories etc. • To suggest new ideas to generate unique content to promote the event. • Review and correct content, images and sizing data so as to achieve pre-defined quality standards and ensure that all errors are captured and corrected before content go live. • Well spoken, a person of integrity, intelligence and energy with good team skills <p>Profile 3 :</p> <ul style="list-style-type: none"> • Prepare and deliver research inputs and reports for event industry • Can able to collect data, interpret, analyse and present • Develop and design primary research approaches and methodology. • Design visuals that convey research results in an impactful manner. • Create impactful, summaries and research reports based on the analysis of data.
How to Apply?	<p>Interested and eligible students need to apply on the link given below latest by 27th April 2019 by 6:00 PM</p> <p>Click here to apply</p> <p>Late entries will be automatically deleted.</p>

My Best Wishes are with you!

Prof. Dr. Ajay Rana

Advisor