

The Eastern Yacht Club
Marblehead, MA

Job Title: Event Intern

Type of Position: Internship, 20 hours per week

Duration: 3 to 6 months (Flexible)

Compensation: Unpaid with opportunities for part-time paid work throughout the season (\$20/hour)

Reports to: Director of Events

Job Description:

The Eastern Yacht Club is seeking an enthusiastic and motivated Event Intern to join our team. As an Event Intern, you will work closely with the Director of Events and other staff members to assist in the planning and execution of various functions held at our prestigious club. This internship offers hands-on experience in event planning, coordination, and execution, as well as the opportunity to work with a dynamic team of professionals in the hospitality industry.

Responsibilities:

- Assist with the planning, organization, and execution of events, including weddings, corporate events, exclusive wine dinners, and club activities.
- Communicate with clients and vendors to ensure event details are properly executed.
- Conduct research on event industry trends, venues, and vendors to stay current on industry best practices.
- Help with the creation of event timelines, BEOs, and run-of-show documents.
- Attend on-site visits and events to provide support as needed.
- Assist with the setup, breakdown, and maintenance of event spaces and equipment.
- Collaborate with other team members to ensure a seamless and enjoyable experience for guests.

Requirements:

- Currently enrolled in a college or university pursuing a degree in hospitality, event planning, or a related field.
- Ability to commit to a 20-hour workweek for a period of 3 to 6 months.
- Strong organizational, time management, and communication skills.

- Detail-oriented with an ability to multitask and prioritize responsibilities.
- Comfortable working in a fast-paced and dynamic environment.
- Familiarity with Microsoft Office and Google Suite.
- Availability to work weekends and evenings as needed.
- Ability to work outside in all types of weather, and to stand for periods of time.

Logistics:

- Work hours are generally 20 hours/weekly, Thursday-Sunday. Flexibility is required for special events.

Benefits:

- Hands-on experience in the event planning industry.
- Exposure to a wide variety of events and clients.
- Opportunities to network with industry professionals.
- Staff meal provided during work shifts.
- Potential for future employment opportunities with the Eastern Yacht Club.

About The Eastern Yacht Club

Situated in Marblehead, Massachusetts, a town established in 1628 on Boston's North Shore, the Eastern Yacht Club is one of the oldest and most notable private yacht clubs in America and around the world. Established in 1870 by a group of Boston businessmen who joined together to develop their passion for sailing, the Club is thriving more than 150 years later, providing an elegant, relaxed and congenial facility for new generations of members and guests.

To learn more about The Eastern Yacht Club, please visit our [website](#).

The Eastern Yacht Club is an equal opportunity employer, and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, citizenship, age, disability, military or veteran status, sexual orientation, genetic information, gender identity or expression (including transgender) or any other characteristic protected by law.

How to Apply:

Please email your resume and cover letter about yourself to jobs@easternyc.org, with "EYC Events Intern" in the subject line. No phone calls or walk-ins please.

If you are passionate about event planning and eager to gain hands-on experience in the industry, we encourage you to apply for this exciting opportunity.