Internship: IOP Speaker Series – Event Logistics Intern
Location: Chicago, IL

IOP Speaker Series – Event Logistics Intern

Founded in 2013 by David Axelrod, the Institute of Politics, a non-partisan, extracurricular organization at the University of Chicago, aims to inspire and cultivate the next generation of political and public service leaders. Four core programs form the heart of the Institute: civic engagement opportunities that enable students to experience politics-in-action through political exploration trips, leadership training, service programs and voter engagement projects; visiting fellowships where distinguished political officials, policymakers, journalists, diplomats and others are in residence on campus during an academic quarter; political and public service internships that provide students with paid, substantive career development opportunities; and a continuous series of public events featuring leading political figures sharing their insights on key issues of the day.

The IOP House Intern program offers students the opportunity to work closely with IOP staff to facilitate operations and programming, playing a central role in supporting the IOP’s many activities and initiatives. Interns gain valuable knowledge and skills in public and social service as well as in specific program areas. IOP House Internships are available to undergraduate and graduate students, are paid, and are eligible for workstudy.

The Speaker Series Event Logistics intern will undergo 10 hours of training during spring quarter of 2019, as the incoming intern will be trained and onboarded by the current (outgoing) intern. The internship will then begin in a full-time capacity in the fall of 2019 and continue through the end of spring quarter (June 2020).

The Events Intern will provide assistance to Speaker Series Team during planning process and onsite for events. The intern will manage event volunteers and coordinate logistics for the success of programs. The intern will report directly to Assistant Director, Speaker Series and Special Events.

Duties include (and are not limited to):

- Supporting the IOP staff in event logistics and management, including but not limited to:
  - Coordinating supplies and materials for IOP Events
  - On-site event management
  - Managing Event volunteers
  - Drafting Eventbrite registration pages
  - Attendee database management
  - Assisting with ordering catering and tracking expenses

- Managing post-event needs including:
  - Coordinating event clean-up
  - Sending thank you notes to speakers
  - Analyzing attendance data
  - Managing data entry of speaker information

- Assisting with outreach and promotion of IOP events
- Attending a weekly team meeting
- Serving as front desk receptionist during IOP business hours

Qualifications:
- Interest in politics and public service
- Strong research abilities and resourcefulness
- Excellent writing and verbal communication skills
- Ability to effectively compile, track, analyze quantitative event data and metrics
- Excellent time management skills
- Strong organizational skills
- Excellent customer service skills
- Ability to work with minimal oversight; self-directed and motivated
- Ability to work non-traditional working hours
- Ability to carry 35 lbs.

To apply, please submit a resume and cover letter.