

We're currently looking for a :

Event intern

Folks

People creating events.

Nice to meet you, we're Folks.

We have more than 30 years of experience in events, hospitality and corporate travel. We aim to be the most creative, expert and dedicated partner for our client's events and travel around the world. And we're funny too, sometimes it helps.

Your role

- **Assist in Event Planning and Coordination:** Support the team in planning and organizing events, including client meetings, venue selection, vendor coordination, and timeline management.
- **Client Communication:** Help maintain effective communication with clients to understand their needs and ensure their expectations are met.
- **Research and Sourcing:** Conduct research on venues, vendors, and event trends. Assist in sourcing materials, décor, and other event-related items.
- **On-Site Support:** Provide on-site assistance during events, including setup, coordination, and teardown. Ensure everything runs smoothly and according to plan.
- **Administrative Tasks:** Perform various administrative duties such as data entry, managing event schedules, and updating client files.
- **Creative Input:** Contribute creative ideas and solutions to enhance event experiences and solve potential challenges.
- **Feedback and Evaluation:** Participate in post-event evaluations to gather feedback and suggest improvements for future events.

Your profile

- Enthusiasm and Passion: A strong interest in event planning and a passion for creating memorable experiences.
- Strong Communication Skills: Excellent verbal and written communication skills.
- Organizational Skills: Ability to multitask, prioritize, and manage time effectively in a fast-paced environment.
- Attention to Detail: Keen attention to detail to ensure high-quality event execution.
- Team Player: Ability to work well in a team and collaborate with others.
- Flexibility: Willingness to work flexible hours, including evenings and weekends, as required by event schedules.
- Tech-Savvy: Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Education: Currently pursuing or recently completed a degree in Event Management, Hospitality, Marketing, or a related field .
- You are fluent in French and English. Dutch proficiency is the cherry on top.
- You have a driving license.
- You're available for a minimum of 3 to 6 months.

What to expect

- An enriching unpaid internship in a healthy, growing, dynamic and flexible work environment.
- Several months of fun, challenges and skill-building.
- The opportunity to develop yourself in a diverse and challenging job.

Interested ?

**send your CV and cover letter to
margot@wearefolks.be**

INTERNSHIP

Duration : 3 to 6 months

Location : Schaerbeek