

UNITED KINGDOM - LEEDS BECKETT UNIVERSITY - INTERNATIONAL CENTRE FOR RESEARCH IN EVENTS, TOURISM AND HOSPITALITY (ICRETH)

Number of Placements: 1

Placement Site: Leeds, England, United Kingdom

URL: [www.leedsbeckett.ac.uk/icreth](http://www.leedsbeckett.ac.uk/icreth)

**Field/Subject Area:**

Open to all York students who meet the eligibility criteria

**Position Description:**

The internship is in Research Support and Events Management. The successful candidate will become a member of the International Centre for Research in Events, Tourism and Hospitality (ICRETH) and the Events Support Service (ESS), assisting on internal and externally funded research projects, and the co-ordination of research and industry focused events.

**Tasks/Duties:**

* Gathering information and data for research projects and event reports e.g. literature searches, database creation, and data monitoring.
* Assisting with the co-ordination of industry and research events including marketing, PR, sales, registration management, logistics (catering, transport, speaker liaison) and onsite support.
* Preparing research materials e.g. PowerPoint slides for presentations and charts for reports.
* Office duties - answering telephone, message taking, dealing with general enquiries, photocopying and taking minutes at meetings.

Expected work hours: 7 hours per day, Monday to Friday

Preferred start date: May 1st

**Qualifications/skills required:**

* Organizational skills, able to provide a high level of customer service, team work (will be working with an international team from mixed research and events backgrounds), ability to use their own initiative and work independently to complete tasks within a set time frame, ability to make decisions and fully engage in tasks, able to identify a problem and seek data / information to effectively solve it.
* Business knowledge - ability to comprehend the key elements of business and to act in an appropriate way to increase the profitability and growth of project portfolios and the Events Support Service (ESS).
* IT skills - knowledge and experience of using Microsoft Word, Excel and PowerPoint, Internet and email. Knowledge of social media platforms and research software would be an advantage.
* We are interested in motivated and friendly candidates rather than diplomas. However, a background in business studies, events management, research, tourism, hospitality, and/ or marketing would be an advantage.

**Language requirements:**

English

**Highlights of Organization/background information:**

The International Centre for Research in Events, Tourism and Hospitality (ICRETH) is a research, development and consultancy centre with an international reputation for its excellence in business planning, research and development solutions. Through our interdisciplinary team based in Leeds, UK and a global network of partners, we push forward cutting edge analytical research on events, tourism and hospitality. For more information on ICRETH, please visit http://www.leedsbeckett.ac.uk/icreth.

Within ICRETH, the Event Support Service (ESS) plans and manages a wide range of events, both for external clients and internally for the University. Tasks include developing events proposals, marketing, sponsorship, logistics and much more, through to on-site event management and evaluation. The service is going from strength and strength and would value the input from a motivated international intern.

Our dual aim is to combine knowledge creation with knowledge transfer using a range of mechanisms, including continuing professional development, consultancy, short courses and specialist events. Our priorities are to strengthen the quality of research continuously and to make an impact on policy and practice.