



Events Administration Internship

List of Life Ltd are offering an Events Administration based work experience opportunity.

PLEASE NOTE: This is a work experience position, so it is unpaid. We will reimburse monthly travel costs up the value of £200.

This internship will suit someone who is looking for a career in Events Management Administration, or someone who has relevant experience or training in the sector. This position is full time for a minimum period of two months.

Only applications that include a CV and a cover letter citing relevant experience and why you are interested in pursuing a career in Events Management Administration will be considered.

Who We Are

We are a small independent events company based in Brixton London, Our team is highly motivated with a fun and upbeat office environment. We love working in events and the industry is exciting and fast paced but don't be fooled, this internship is entirely office based.

Job Description

You will be expected to help with general office duties such as answering customer queries and taking payments. The role will vary according to our workload but your primary duties will be focused within the Events team. Below is the range of duties specific to your internship.

Internship Duties

- Managing bookings, ensuring the standards of the company
- Sourcing suitable new venues in our cities across the UK.
- Visiting potential new venues to evaluate their viability
- Building and maintaining good working relationships with our venues.
- Dealing with problem bookings, finding a last minute cover teacher or venue when necessary.



- Ensuring that all contracts are signed and sent on time.
- Ensuring all required kit is sent and delivered to the right venue.
- Confirming with all teachers, venues and customers before their event takes place.
- Updating our venues and teachers spreadsheet to ensure that contact, payment and venue information is correct.
- Arranging recruitment weekends
- Phone interviewing potential teachers and models.

Person Specification

- Excellent organisation skills
- Great administration skills
- Confident and professional telephone manner
- Ability to deal with customers and venues on the telephone.
- Competent with Word, Excel and search engines.
- Time management skills
- Good writing and communication skills

If you are interested in this internship, please send your C.V and covering letter to events@listoflife.com with the title 'Events Internship'

For more information about List of Life visit: www.listoflife.com