



**Job Title:** THE Conference: Live at Lititz Event Project Coordinator Internship

**Position Reports to:** Rock Lititz Conference Director

**Position:** Part time, hourly position

**About the events:** We are looking for an energetic, critical thinker to work with the Rock Lititz Conference Director on two large, live event industry focused conferences at Rock Lititz for the summer and fall of 2024.

#### **THE Conference: Live at Lititz**

Rock Lititz will be hosting its third annual three-day conference from December 3rd to the 5th, 2024 for live event industry professionals. **THE Conference: Live at Lititz** delivers interactive, dynamic content to 900 live event professionals from across the world. With diverse panels, one-on-one conversations, product demonstrations, tours, and networking opportunities, THE Conference is designed with thoughtful intention with a strong emphasis on the details.

#### **Rock Lititz**

In addition to THE Conference, this position will support the Rock Lititz Day for college students and recent graduates in November. This one-day event hosts 500+ college students and recent graduates looking to launch their career in live events. This interactive event features panels, interactive demonstrations, and a company meet & greet.

This position will also support the Rock Lititz team on other projects and/or events in the fall as needed.

#### **POSITION OUTCOMES: (What must get done and how will we measure success)**

- Supports the team by focusing on schedules, floorplans, sign and radio plans, food and beverage logistics, website input and data collection, and real time problem solving.
- Owns segments of the conference planning assigned by the Conference Director and presents ideas and solutions to leadership.
- Attends and prepares materials for meetings, speaker sessions, and sponsorship proposals.

- Supports the Rock Lititz team on other projects and/or events in the fall as needed.
- Works closely with event leads in gathering information and communicating issues, when needed.
- Learns from experience and offers insight into how to improve processes at future events.
- Tracks key data and maintains accessible documentation.
- Works with leads and production team to develop and track against a production plan reflective of the defined project goals, as set by the creative team.
- Checks-in frequently with leads and looks to find new ways to improve attendee experiences.
- Ability to lift tables, move chairs, etc. with support from labor.

### **WORK HOURS & BENEFITS**

Job will be approximately 30 hours per week. Position will start at the beginning of June and end in mid December. Applicants will need to be in office from June-August, can be hybrid/remote from September-November 15 and then will need to be on site from November 18<sup>th</sup>-December 6<sup>th</sup>. Hourly rate will apply.

### **EXPERIENCE/SKILLS/REQUIREMENTS:**

- BA/BS education required
- Project management or event management experience required
- Digital application and excel experience is strongly preferred
- Ability to field multiple questions and address issues with a positive, hospitable demeanor
- Problem solver who finds new ways to tackle problems
- Strong communicator with a positive attitude who is able to work with a variety of individuals and personalities
- Physical labor is required, so candidate must be able to lift a minimum of twenty-five pounds

Interested applicants should send their resume and cover letter to [info@theconferencelive.com](mailto:info@theconferencelive.com). Please make the subject line of the email: [Your FIRST NAME] [Your LAST NAME] Project Coordinator Application.