



Summer Internship Program
May 26, 2020 - August 7, 2020
External Employer
Job Description

Employer: Passion8 Event Management, LLC
Assignment Address: 2529 Detroit Avenue, Cleveland, Ohio 44113
Job Category (Select up to 2): Hospitality Management Marketing/Sales/Social Media
Work Schedule/Hours: Flexible
Internship Duration: Other
Internship Dates (Start/End): June 15, 2020 / August 7, 2020

Company Profile: (e.g., in one or two sentences, describe your business)

Passion8 specializes in Entertainment & Sporting events. We manage events from a cultural and comprehensive platform, identifying logistics and trends within each clients industry. We then cultivate those logistics through live events. We provide significant time and cost savings for organizations, while simultaneously elevating the event experience for everyone involved.

Job Responsibilities: (e.g. functions and/or projects)

- Assist with office work
- Assist with creative proposals
- Perform research on venues, vendors, entertainment, etc.
- Join us onsite at events for live assistance on projects
- Contribute to the team dynamic by exploring what's cool and keeping us up to speed on the hottest trends in the industry

Required Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Majoring in Hospitality Management and/or Marketing
- Passion and drive to learn more about event management/marketing
- Excellent email and phone communication skills
- Access to own computer and familiarity with Microsoft Office
- Social Media Savvy
- Detail oriented
- Ability to meet deadlines
- Willingness to learn quickly through collaborative training and management
- Maturity, integrity and the ability to handle personal and sensitive information

Preferred Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Graphic Design skills