

## **Events Department Intern**

- Do you want to work at international events?
- Do you want to be part of PATA's dynamic team?
- Are you interested in learning more about event logistics and management?
- Do you want to create a world with safe, responsible travel supporting local communities and environments?

If these sound like you, then apply today to become PATA's next Events Intern!

### **ABOUT THE INTERNSHIP**

The PATA Internship Program provides students with the opportunity to learn about PATA and the travel & tourism industry on an international scale.

- **Onsite, PATA HQ Bangkok Office OR Remote, Asia-based**
  - Onsite Internship Applications will be considered a priority
- Full-time | 3-Month Long Programme (Subject to extension based on performance)
- Following Bangkok Timezone (GMT+7) | 9 AM - 5:30 PM
- Academic Credit: You may get academic credit from your institution of higher education for the internship. Check with your university to confirm their academic credit policy for internships.

Keep in mind for Onsite Internship applicants:

- Visa: You will be responsible for obtaining and financing the necessary visas.
- Cost: PATA interns are not paid. All costs related to travel, insurance, accommodation, and living expenses must be borne by either the interns or their sponsoring institutions. (PATA provides allowance to support, please consult during your interview)

### **ABOUT PATA EVENTS DEPARTMENT**

The Events Team is in charge of making sure PATA's 4 major events (ATCM, PAS, PTM, PDMF) run smoothly for all stakeholders. They are the most detailed, organized and efficient people you will ever meet. By seamlessly integrating innovative ideas & technology, the team ensures that each event remains at the forefront of industry trends, offering a platform for thought leadership, collaboration, and business development.

### **AS A PATA EVENTS INTERN,**

As an Events Intern, you'll get to experience the exciting world of event logistics and coordination! This internship provides hands-on experience to help you improve your managerial and operational skills. Accept the fast-paced nature of the job, where each event brings new difficulties and chances. Join a vibrant team that encourages a sense of community, making this internship more than just a professional opportunity; it's a transformative challenge that will shape your communication skills and spark your interest in event management!

As a Events Intern, you'll be tasked with:

**PRE-EVENT**

- Database update, follow up registration & payment, issue receipt and send confirmation package
- Answer delegates' inquiries
- Follow up with delegates and send reminder as necessary
- Update information in the system/ platform and on the website
- Support in Events Marketing such as eDM, Video or promotional materials
- Support on Event app or registration platform setup
- Support Exhibitions Administrative and floorplan

**ONSITE**

- Support registration and administrative tasks

**POST-EVENT**

- Keep the delegate database up to date
- Support the team in survey data management, analysis and report

**ABOUT YOU**

- Currently enrolled in a Bachelor's Programme; or within two years after graduation from a Bachelor's Programme
- Strong verbal and written English communication skills
- Familiar with Google Suite tools (Google Sheets, Google Docs, Google Drive, Google Hangouts) and Microsoft Excel.
- Have knowledge and skills for Zoom Webinar & Meeting
- Self-motivated and mature person, with a highly collaborative mindset.
- Strong cross-cultural understanding and interest in working in a different culture
- Good team player
- Proficient in time management and multitasking assignments.
- Passion for travel and tourism.
- Growth and results-oriented.