



16 TECH COMMUNITY CORPORATION JOB DESCRIPTION

POSITION:	Event Intern
STATUS:	Non-Exempt
ORGANIZATION:	16 Tech Community Corporation
REPORTS TO:	Event Manager, 16 Tech Community Corporation

ORGANIZATION OVERVIEW

The 16 Tech Innovation District is a growing destination for innovation and entrepreneurship and a driver of the tech enablement of the life-sciences and advanced manufacturing industries key to Indiana's economy. Connected to diverse neighborhoods in downtown Indianapolis and intentionally resourced with facilities and programs to foster innovation, 16 Tech is home today to three buildings with 200+ innovation related entities that employ more than 800 people. Over the next ten years, 16 Tech is projected to grow to 13 mixed-use buildings and create 3,000+ jobs.

The nonprofit 16 Tech Community Corporation is responsible for the physical and programmatic development of the 16 Tech Innovation District. 16 Tech Community Corporation's mission is to create an inclusive innovation community for Indianapolis, and its role as an entrepreneurial service organization and workforce partner contribute directly to the value proposition of the district. 16 Tech seeks team members who are motivated by and embody its values:

- **Innovation and entrepreneurship:** We believe innovation is vital.
- **Personal Connection:** We believe places bring people together.
- **Inclusivity:** We believe everyone can be an innovator.
- **Collaboration:** We believe collaboration is a winning strategy.
- **Community:** We believe it's important to be good neighbors.

16 Tech Community Corporation is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

POSITION OVERVIEW

The Event Intern will play an active and vital role on the 16 Tech Community Corporation events team. The Event Intern's primary responsibilities will be supporting onsite logistics, servicing booked events, planning and executing 16 Tech stakeholder tours, planning and executing small public and private events in 16 Tech's HqO Innovation Hub, which is home to the AMP food hall, coworking/meeting space and the Machyne makerspace. The Event Intern will help manage the Events calendar, be the onsite contact for

clients. The Event Intern will act as service support staff and serve as onsite support for all events. The Event Intern will help facilitate the logistics of district engagement events. The Event Intern/part-time coordinator will report to the Event Manager.

Events include 16 Tech owned/partnered events and client events inclusive of but not limited to corporate meetings, pitch competitions and presentations, community events, festivals, markets, fundraisers, holiday events and concerts.

The individual must be comfortable working evenings and weekends. The anticipated hours for this role range from 10-25 hours a week and may vary depending on the event schedule. Flexibility is expected, with busier event days requiring additional hours, so candidates should be mindful of balancing these commitments with their school responsibilities.

ESSENTIAL FUNCTIONS

Event Services

- Provide on-site support for all events, including setup, execution, and teardown.
- Assist with general event setup, including equipment and supplies. Manage site supervisor and offsite AV when applicable.
- Assist with the logistics of district engagement events.
- Serve as the onsite contact for clients during events.
- Help manage the events calendar and coordinate bookings.
- Assist in planning and executing small public and private events in the HqO Innovation Hub
- Coordinate with vendors and service providers on event day.
- Support the event team in troubleshooting and resolving issues during events.

Client & Internal Communications

- Coordinate with the event team to ensure seamless event execution
- Communicate with clients day of and remain on event floor or available via phone should client need any assistance
- Provide regular updates to the Event Manager on event progress and any issues
- Collaborate with the marketing team on event promotion and outreach activities

Other

- Support Event Manager with event reporting.
- Various other administrative duties.

SKILLS & EXPERIENCE

- Experience or passion for hospitality and serving client needs, exceeding client expectations.
- Self-starter with the ability to manage multiple projects and strong attention to detail.
- Demonstrate ability to communicate with multiple stakeholders and handle multiple projects at once.

- Comfortable working as part of a team and supporting colleagues to ensure event success.
- Willingness to work evenings, weekends, and holidays as needed for event coverage.

QUALIFICATIONS & EDUCATION

- Currently pursuing or recently completed a degree in Event Management, Hospitality, Marketing, or a related discipline.
- Evening and weekend availability required.

DETAILS

To apply, please submit a cover letter and resume to careers@16tech.com by October 30, 2024. Applications will be reviewed and interviews will be conducted on a rolling basis.

More information is available at <https://16tech.com/work/job-board/>