Company Overview

Splash Coworking is a space in the heart of downtown San Marcos, dedicated to supporting our local entrepreneurs, small business owners, and the community. Splash gives access to a space where members can do work, share ideas, and support local projects. Splash also hosts multiple local events every month, from the widely-known freelance conference #FreeCon, to live music shows and all events in between.

Position Title: Event coordinator intern

Internship Description

Splash Coworking is looking for an intern to assist our event coordinator in the planning, logistics, marketing/promotion, and implementation of various Splash events. Tasks may include:

- Assist event coordinator with pre- and on-site event management, including setup, execution, and breakdown of Splash events.
- Assist in program content development for events, including coordination with clients, sponsors, and vendors
- Create promotional materials and coordinate distribution
- Participate in public outreach representing Splash at various events

General Details

This is an unpaid internship, but provides college credit, if applicable. The length of the internship is a minimum of one semester, with the ability to renew internship based on performance. Scheduling is flexible, but a minimum of 10 weeks and 200 job hours is needed if seeking college credit (during the Fall or Spring semester), or a minimum of 8 weeks and 160 job hours (during the Summer semester).

Qualifications

- Juniors/Seniors with Marketing, Communications, and/or PR related major preferred
- Strong self-motivation and time management skills
- Strong writing, research, and interpersonal skills
• Previous experience in event planning is a plus
• Knowledge and experience with photography is encouraged, but not required
• Ability to provide own laptop during internship is preferred.

Benefits

• Real-world experience with a variety of events and event planning
• Large network opportunities with local businesses and entrepreneurs
• Office space is in the center of San Marcos downtown, and in close walking distance to the Texas State campus
• Flexible scheduling to work around your classes and commitments
• Opportunity for course credit and resume building

To Apply: Please email Carina Boston at carina@splashcoworking.com. Please attach your resume, and a few sentences about your interest in the internship within the email. Also, use the subject line “Splash Events Intern Application”.