



Event Internship

www.redstoneagency.ca | www.redstoneevents.com

Redstone Agency is looking for a professional, and passionate event intern to join our team of event and association experts.

Who we are:

Redstone is made up of dedicated, intelligent, and hard-working individuals. We are tech-savvy, digital-obsessed professionals striving to make a positive IMPACT on the global event and association industry. We believe in establishing and maintaining TRUST with our team members and clients. We strive to achieve 'the best possible', rejecting what is 'simply acceptable' in our mission to go the EXTRA MILE in everything we do.

At Redstone, we recognize that an organization's success is completely dependent on the PEOPLE within it; that's why we choose to only work with the very best.

What we do:

We are event and association management experts. Our mission is to drive growth in our clients' organizations and make a positive impact in the communities they serve.

We identify and address areas of untapped potential in operations and management practices. We develop strong partnerships and integrate seamlessly with our clients' teams to set the strategic direction of their organizations. We combine industry-leading methods and processes so our client organizations can thrive.

Redstone life:

Our office is located in midtown Toronto, however due to COVID-19 our team is working remotely for the foreseeable future. We're a boutique agency with a growing team, which means you will have a lot of responsibility, you'll be challenged daily, and you'll work side-by-side with the senior leadership as you learn and grow within our company. We're steps from some of Toronto's best fashion stores and restaurants but we also provide snacks daily. We have a progressive hours policy – you work when you are most productive and we understand the need to have a work-life blend, because we have that need too. We believe in professional development and attending industry events and we invest in our people and their education.

Who you are:

- You are aligned with Redstone's mission and our core values
- You are currently enrolled in a program with an Event Management focus or related field
- You are required to complete a mandatory placement for school
- You have strong interpersonal skills, confidence, poise, integrity and professionalism
- You have the ability to juggle priorities and adapt in a busy and ever-changing environment, balancing multiple projects, managing multiple, concurrent events and adhering to strict deadlines
- You have the ability to work effectively in a team environment or independently
- You have excellent verbal and written communication skills and pay strong attention to detail
- You have experience with Microsoft Word and Excel, experience with PowerPoint and Outlook would be an asset
- You are comfortable testing new technology, new event platforms, and making informed recommendations to clients based on functionality, budget, and client-needs
- Digital event experience is an asset
- Bilingual in English/French as a bonus



What you'll do:

The Redstone Event Intern will assist the Events Team in all aspects of the planning and execution of live, digital and hybrid events such as Conferences, Corporate Socials, Webinars, Galas and more. The Event Intern will gain a wide range of visibility into end-to-end event planning and production – they will be involved in every aspect.

Event Support

- Research and testing of technology and new digital event platforms
- Conduct technology platform demos, assist in selections, prepare reports on recommendations
- Create and develop documents such as critical paths, run of shows, speaker guides and presentations
- Supplier sourcing
- Assist event registration and on-going communication with event attendees
- Onsite virtual or hybrid event execution
- Attend committee meetings, board meetings, and conference calls and Redstone team meetings
- Detailed minute taking at meetings or during conference calls
- Draft and coordinate marketing initiatives including but not limited to e-blasts, and call campaigns; manage website updates
- Completion of other tasks essential to the successful delivery of events according to scope and/or at request

Application Instructions:

Please email your resume and cover letter to Ryenn Cadesky at hr@redstoneagency.ca with the title of this role in the subject line.

Due to the volume of applications, only successful applicants will be contacted with next steps.

Please note this is an unpaid position.