

Marketing & Event Management Intern

Work at a top 100 Trade Show and learn from the best! We play a pivotal role in supporting the rapid growth of the US solar and storage industries, significant job creation, and increased energy independence. With fresh ideas and a clear vision for advancing the industry, SETS brings a focused approach to the industry's premier events.

Position Summary

Solar Energy Trade Shows, LLC (SETS) is an Alexandria, VA based event management company changing the face of events. Our largest show, Solar Power International, is the largest solar trade show in North America, ranking as a Gold 100 trade show by Trade Show Executive. SETS is a fast-paced work environment and we seek talented interns who crave learning new skills and aren't afraid to tackle their own projects. As an intern, you will get to work with a variety of our departments and will work on real initiatives that will help us grow.

Your participation makes you part of one of the world's fastest growing energy industries. We serve thousands of project developers, equipment manufacturers, services providers, utilities, researchers, advocates, and others involved in the solar industry. Our internship program is developed with you in mind! We will actively support your personal and professional development goals and provide training.

SETS offers internships to college students in their junior or senior year, as well as graduate students, to gain experience with the inner workings of one of the top trade show organizations. At the end of a SETS internship, you will have a better understanding of the challenges of executing a successful trade show.

Interns Will

- Work with SETS marketing and operations departments on event marketing and event management initiatives.
- Receive training on various event technologies, procedures, and best practices.
- Provide support to staff, and contribute to, and manage numerous projects.
- Assist with aspects of the event planning process, including but not limited to: website updates, graphic design, writing marketing emails; copy-editing of conference materials; provide support on social media channels; special event research and planning; mobile app content management; publishing of press releases and event content; and assist with industry partner outreach.

Qualifications

- A passion for event marketing and event planning;
- Possess a great attitude, work ethic; someone who is energetic, articulate, and personable;
- Priority given to experience with graphic design, including a knowledge of photoshop & illustrator;
- Excellent verbal and written communication skills and attention to detail required;
- Proficiency in Microsoft Office; Knowledge of basic html a plus;
- Able to work as part of a team; and
- Rising juniors and seniors, graduate students, or recent graduates.

Duration

- Summer: June – August
- 24 hours per week (three 8-hour days)

SETS provides compensation at \$12 per hour for 24 hours per week. Additionally, excellent summer work will qualify interns to work at Solar Power International (September 23-26) to see the full show production.

Interns must be available to work from the SETS office in Alexandria, VA; there is no option for telecommuting.

Candidates should submit a resume and cover letter with start date availability to interns@sets.solar (subject: Marketing & Event Management Internship). No phone calls, please.

About

[Solar Energy Trade Shows, LLC](#) (SETS) is the management company formed in October 2009 by [Solar Energy Industries Association](#) (SEIA) and [Smart Electric Power Alliance](#) (SEPA) to raise the bar for solar energy trade events, producing Solar Power International, a top 100 trade show, as well as almost 10 regional events. SETS plays a pivotal role in supporting our national energy independence. SETS has a staff of 25 employees and an annual budget of \$20 million. SETS is a fast-paced, high-energy organization with a very ambitious agenda. Our staff is highly motivated. This position may experience high work demands under a very tight timeline.

Solar Energy Trade Shows, LLC is an Equal Opportunity Employer. This company does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items.