



## **Event Management Internship**

**Employer:** CEMS Global Alliance in Management Education

**Location:** 2 days in Jouy en Josas (Paris), France  
3 days remote per week

**Period:** June - November/December 2026 (6 months)

**Pay:** 1000 euro gross/month

**Deadline for application:** Rolling application, no later than 31 January 2026.

CEMS is global alliance of 33 business schools and over 70 corporate and social partners offering the Master in International Management (MIM) programme to select top talent across the world.

The Corporate Relations team in the CEMS Global Office, which co-manages all Corporate Partners and manages global employer branding activities, is in need of assistance for the planning and execution of our CEMS Career Forum taking place in Prague, Czech Republic, with over 1500 participants.

### **Your main missions:**

- Facilitate the organization of the 2-day CEMS Career Forum that comprises a number of networking events, workshops and job fair
- Cooperating with the host university, and coordinating content between host and Global Office team
- Planning logistics and event details for meetings, catering, social events etc.
- Overseeing registration issues and handling FAQs from participants
- Support during the execution of the events in Prague
- Managing online event presence on the web and social media
- Edition of the event communication materials (newsletter, brochures etc.)
- Assisting the organisation and registration to the skill seminars, kick off session and pre- scheduled interviews via a dedicated database
- Communication with students, alumni and corporate partners
- Evaluations, statistics & follow-up

### **Your profile:**

- Excellent command of the English language, both written and spoken; knowledge of Czech is a plus, but not necessary
- Business background with interest/experience in event management / marketing
- Excellent communication skills
- Team-work spirit, autonomy, flexibility, international mind-set, creativity
- Stress resistance, problem-solving skills

### **How to apply:**

Please be aware that in order to do an internship in France, you need to have an active student status during the whole internship period. Please send your CV and cover letter (in English) to [careerforum@cems.org](mailto:careerforum@cems.org) by 31 January latest.