

2018-2019 Internship Description

Koelnmesse, Inc. - Chicago

www.koelnmessenaftha.com

About us:

Koelnmesse Inc. in Chicago is the North American subsidiary of Koelnmesse GmbH. With over 70 events in seven countries we are one of the world's leading trade fair companies.

Our main mission is to encourage North American manufacturers to exhibit at Koelnmesse's international trade fairs and to increase the number of visitors from North America. In addition, we support our exhibitors in preparing for the fairs and offer them attractive all-inclusive service packages through our North American group & pavilion exhibits.

Internships:

Our internships run in 6 month-cycles* and encompass a full work day from 8:30 am to 5:00 pm with a 30 minute lunch break. Time-off for vacation & personal leave during the internship is available and with supervisory approval. We offer a small monthly stipend toward housing costs. Finding housing is the responsibility of the intern.

*(September-February & March-August)

It is the intern's responsibility to arrange for housing & personal costs while in Chicago; however, we will provide guidance & help on all aspects of the stay in Chicago.

Visa Sponsorship:

(for all applicants from countries outside the U.S)

To comply with the legal & administrative of U.S. visa/sponsorship requirements (usually a J-1 Visa), you will be required to register with the German American Chamber of Commerce (www.gaccny.com) **AFTER** Koelnmesse Inc. has approved the application and submitted the formal request to the GACC. Visa costs are the responsibility of the intern. The process takes 3-6 months.

What to expect from us:

As an intern you would support our team of nine sales & project, exhibitor and visitor services professionals in managing and marketing our portfolios of shows in Cologne as well as abroad. We will provide training for all marketing-related tasks, as well as on specific software and sales tools.

Work Activities:

- Exhibitor and visitor acquisition in the form of telemarketing, mailings, e-mail blasts (currently via Pardot), etc.
- Assistance with the support of exhibitors and organization of the pavilions
- Support for the preparation and review of domestic trade show visits
- Industry-specific research projects
- Data entry and maintenance of our CRM system (SalesForce)

What we expect from you:

- Enthusiasm!
- Be of legal age – 21 in the U.S.
- Being comfortable away from home
- Fluent in written and spoken English, other languages such as Spanish are a plus
- University education in International Business, Communication, Economy and/or Marketing/Sales related curriculum
- Currently enrolled or within 1 year after completion of degree
- Some experience in or knowledge of the event/exhibition industry is an advantage
- Excellent knowledge of Microsoft Office and familiarity with marketing/sales & business software
- Ability to multitask
- Ability to work independently with attention to details and deadlines
- Comply with U.S. visa regulations (see above)
- Meet the qualifications for German-American Chamber of Commerce sponsorship.

We are glad to help! For questions contact:

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