

CTBUH Events Intern

With 100,000 people moving into cities across the globe every day, the 21st century will truly be the century of the city. Humanity's continued existence on this planet will rely on our ability to transform cities into dense, livable centers of innovation that reduce both land consumption and energy needs. In order to accommodate an additional 2.5 billion people in the world's cities by 2050, the shapers of our urban landscapes will require guidance through access to expert research and resources that promote best practices for smarter cities. This is why the Council on Tall Buildings and Urban Habitat's (CTBUH) mission is critical to promoting a better urban future.

The Council leverages its research, organizational scope and global influence to positively impact the planning and design of the world's urban centers. The next generation of thought leaders will be instrumental in guiding this future – will you be a part of that effort?

The CTBUH is looking for a sharp, talented individual to help our Events team plan, execute, and archive our ongoing global event programming.

▶ KEY RESPONSIBILITIES:

- Assist with the general planning and coordination of the annual CTBUH International Conference; CTBUH Global Awards Program; and numerous other events.
- Monitor and help manage digital tools related to CTBUH events (e.g., registration and abstract portals).
- Coordinate the receipt and dissemination of post-event materials (e.g., photos, reports, attendance lists, etc.)
- Develop and execute email campaigns promoting events to the CTBUH network.
- Format content and reports on the CTBUH website.

▶ WE HAVE:

- A \$15.00 per hour compensation package.
- Flexibility around your academic schedule.
- A team of sharp, friendly, committed staff members to work with.
- A Downtown Chicago location near public transportation and Lake Shore Drive.
- An office culture that encourages new ideas and rewards personal ownership of tasks.

▶ YOU HAVE:

- A penchant for personal organization, with the ability to keep track of multiple initiatives moving simultaneously.
- Proficiency with Adobe Creative Suite (InDesign, Illustrator, Photoshop).
- The personal drive to make independent decisions based on guidelines expressed from the outset.
- Experience with website administration tools (having moderate knowledge of HTML, CSS, or WordPress is helpful, but not required).

HOW TO APPLY:

Please send a brief cover letter (1) explaining why you would be ideal for this role, along with a resume (2) and writing sample (3) to internship@ctbuh.org. Your application must include: cover letter, resume, and work sample.