



Internship Program

The CE Group is an event based marketing firm using strategic and creative ideas, experiences and relevant communications. We believe that in today's busy environment, event-driven experiences are the most direct way for consumers and corporations to connect with a brand or organization.

The CE Group offers six core services: Destination Management, Event and Production Management, Public Relations and Marketing, National Sports Marketing, Venue Management, Creative Services.

EVENT MANAGEMENT & PRODUCTION – INTERNSHIP

Compensation: Unpaid; with occasional paid event staffing opportunities

Department: Events

Length: Flexible hours within semester according to school calendar

Requirement: 12 – 20 hours

Reports To: Project Manager for specific events and Janet Holliday (President & CEO)

Duties included, but not limited to:

- Attend meetings and site visits with project managers and take detailed notes.
- Contact and coordinate vendors for events, including but not limited to: entertainment, logistics vendors, and food & beverage vendors.
- Continue to maintain CE Group's relationships with vendors.
- Maintain Microsoft documents (Excel, Word, PowerPoint) with detailed information including: Site maps, RSVP's through phone line and email, Run of Show, Check Requests, Meeting Notes, etc.
- Research past projects for ideas, entertainment and budget estimates.
- Prepare, inventory and gather supplies in the CE Group warehouse prior to small to large events.
- Assist in project close outs and post event activities by gathering timesheets, invoices, hand writing thank you notes, distributing surveys, etc.

200 East Grayson, Suite 114 | San Antonio, TX 78215 | 210.822.5001
9600 Escarpment Blvd. Ste 745-257 | Austin, TX 78749 | 512.391.1944

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Qualifications:

- Proficient in Microsoft Office (Excel, Word, PowerPoint).
- Strong, personable customer service and communication skills, both oral and verbal.
- Ability to multi-task; deliver results while balancing multiple projects at once.
- Strong time management skills.
- Must be able to work with a team and communicate well with each team member and function within an office environment.

PUBLIC RELATIONS & MARKETING – INTERNSHIP

Compensation: Unpaid; with occasional paid event staffing opportunities

Department: Public relations and/or event marketing

Length: Flexible hours within semester according to school calendar

Requirement: 20 – 25 hours

Reports To: Public relations associate and Janet Holliday (President & CEO)

Duties included, but not limited to:

- Support PR associate with media communications, research, calendar listings, social media posts, creative storyboards and marketing timelines as requested.
- Experience various media components including online, radio, television and print media (i.e. The Rivard Report, SA Current, KSAT, etc.).
- Assist with various office tasks such as taking inventory, making copies, assembling marketing packets and other misc. tasks as assigned.
- Track, clip, and record media coverage and calculate impressions.
- Document meetings with detailed minutes.
- Keep a detailed notebook/portfolio throughout their time with The CE Group for personal reference.
- Note: Interns may schedule a meeting with the internship coordinator at the end of semester if they wish to have help with their resume.

Qualifications:

- Proficient in Microsoft Office (Excel, Word, PowerPoint)
- Strong, personable customer service and communication skills, both oral and verbal
- Ability to multi-task; deliver results while balancing multiple projects at once
- Strong time management skills
- Must be able to work with a team and communicate well with each team member and function within an office environment
- Familiar with social media outlets and online search engines
- Note: PR and marketing intern applicants must provide examples of written work.

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DESTINATION MANAGEMENT – INTERNSHIP

Compensation: Unpaid; with occasional paid off-site staffing opportunities

Department: Destination: San Antonio

Length: Flexible hours within semester according to school calendar

Requirement: 12 – 20 hours

Reports To: DSA associate and Janet Holliday (President & CEO)

Duties included, but not limited to:

- Attend meetings and site visits with project managers and take detailed notes.
- Contact and coordinate vendors for corporate programs, including but not limited to: entertainment, caterers, venues, transportation.
- Continue to maintain CE Group’s relationships with vendors.
- Maintain Microsoft documents (Excel, Word) with detailed information including: staffing orders, service orders, suppliers reserved forms.
- Research for new ideas, entertainment and venues.
- Assist Operations Manager in preparing for programs, such as send reconfirmation emails to staff, prepare check requests, advance venues.
- Assist in project close outs and post event activities by gathering timesheets, invoices, hand writing thank you notes, distributing surveys, etc.

Qualifications:

- Proficient in Microsoft Office (Excel, Word).
- Strong, personable customer service and communication skills, both oral and verbal.
- Ability to multi-task; deliver results while balancing multiple projects at once.
- Strong time management skills.
- Must be able to work with a team and communicate well with each team member and function within an office environment.

CREATIVE SERVICES DEPARTMENT [GOODS COLLECTIVE] – INTERNSHIP

Compensation: Unpaid; with occasional paid event staffing opportunities

Department: Creative Services

Length: Flexible hours within semester according to school calendar

Requirement: 12 – 20 hours

Reports To: Shane Kyle, Creative Director

Whether creating your brand or utilizing an existing identity, Goods Collective—a creative services division of The CE Group—has the ability and resources to go beyond what is expected by visualizing client’s desires and expanding them across a wide range of deliverables, from signage and credentials to corporate amenity programs and VIP gifts.

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Goods Collective employs a multi-dimensional approach. Not only do we maintain the integrity of a created brand, but we extend its longevity by asking the right questions. When a client comes with an existing brand we know how to incorporate the brand into tangible and effective marks while making sure the brand standards are upheld.

Duties included, but not limited to:

- Attend meetings and take detailed notes.
- Participate in creative brainstorming sessions.
- Assist in taking initial ideas and executing them in a creative way.
- Continue to maintain CE Group's relationships with vendors.
- Have an understanding of brand importance, and maintain consistency no matter which brand we are working with.
- Assist in project close outs by gathering files and folders, maintaining templates and help with invoicing.

Qualifications:

- Proficient in Adobe Creative Suite (Illustrator, InDesign, Photoshop).
- Have own laptop with CS installed. (Preferred)
- Strong, personable customer service and communication skills, both oral and verbal.
- Ability to multi-task; deliver results while balancing multiple projects at once.
- Strong time management skills.
- Must be able to take direction from creative director, communicate well with each team member and function within an office environment.

GENERAL NOTES FOR ALL INTERN APPLICANTS:

As a CE Group intern, you will:

1. Gain knowledge and understanding of a variety of aspects in the event marketing industry.
2. Develop an understanding of practical applications of theories and concepts learned in university courses (ie: event planning, communications, public relations, marketing classes) to analyze the business practices observed in the events industry.
3. Develop an awareness of the scope of jobs available within the field and acquire competencies directly related to these jobs.
4. Be set-up with a company email and work on various projects as assigned.

Behavior:

Students in the events internship program gain valuable work experience and make both a personal and professional impression on clients, colleagues and partners. At the same time, the student is representing The CE Group and creating a lasting impression that will influence future interns for years to come. It is expected that the intern will, at all times, look and act in a highly professional manner.

Appropriate Attire:

Interns will not only be in The CE Group office, but will also have the opportunity to attend client meetings with associates. Interns need to be aware of the type of meeting that they will be attending and the appropriate attire for the meeting. Please note that casual attire such as jeans and flip-flops are not work appropriate.

While The CE Group has internships in our Austin office as well as national sports marketing, we offer these on a rolling basis and these internships will be posted on our website when we are looking to fill those needs.

If you are interested in applying for an internship with The CE Group or for more information, please email your resume and cover letter to:

Martha Hoblit, Internship Coordinator
mhoblit@cegroupinc.net // (210) 569-6906