



## **ERASMUS Internship: Event Management**

*Become part of the SKInnovation team // 30 hours per week in Innsbruck*

*3-6 Month internship*

*earliest start in June, latest in October/January for short-term 10 weeks internship*

The SKInnovation team is looking for new team members. Are you interested to join Europe's largest startup conference on skis? Then this is for you! SKInnovation is looking for Erasmus interns to complete our team. As a thriving startup conference we are looking for people just as passionate about event management and the startup scene as we are.

Currently we are looking for interns for following fields:

### **Position 1: Sponsor & Partner Management**

- Support the team in managing sponsors and partners before, during, and after the event
- Maintain and nurture partner relationships (email communication, follow-ups, coordination)
- Send out information materials and ensure partners receive all relevant updates
- Track sponsor deliverables and make sure agreed services and activations are implemented
- Coordinate internally to ensure sponsorship commitments from SKInnovation are fulfilled
- Support reporting and documentation of partner activities
- Selected event participation to scout for new partners and sponsors

### **Position 2: People Management**

#### *Participant & Ticket Management*

- Act as first point of contact for participants
- Answer participant inquiries via email and other channels
- Support ticketing processes and participant data handling
- Help maintain and update relevant sections of the event website
- Organise and execute accreditation process for over 1000 participants

#### *Volunteer Management*

- Support volunteer recruitment and onboarding
- Help prepare volunteer briefings and information materials
- Assist with volunteer scheduling and shift planning
- Be a contact person for around 100 volunteers before and during the event
- Support coordination and communication across volunteer teams

### **Position 3: Social Media Management**

- Support the Marketing Manager in managing SKInnovation's social media channels (primarily LinkedIn & Instagram)

- Create and edit social media content (posts, stories, reels)
- Support content planning and social media calendars
- Keep an eye on trends and platform dynamics
- Assist with campaign execution and basic performance tracking
- Support broader marketing initiatives when needed

#### **Position 4: Operations Management**

- Support event setup and on-site operations in the ski area
- Assist with material planning and procurement
- Help create and maintain run-of-show documents, setup plans, and material lists
- Coordinate logistics (what goes where, when, and how)
- Support and assist during on-site build-up and dismantling
- Help guide and coordinate setup teams before and during the event

#### **Position 5: General Event Support & PA**

- Support the administrative side of event organization
- Assist with tracking, documentation, and internal coordination
- Support data management (participants, partners, internal lists), Create basic reports, overviews, and analyses
- Help with cross-functional tasks that don't clearly belong to one specific team
- Act as flexible support across operations, people, and partner management
- Function as a Personal Assistant to the founders (supporting day-to-day coordination, keeping things moving, helping prioritize)
- Gain a full, end-to-end overview of the event, because you sit right at the center of many streams and connect the dots across teams

#### **Your profile:**

- **Currently studying at a European university, but not in Austria**
- Interest in event management and the startup scene
- Some first experience in one of the above mentioned fields
- Hands-on mentality, solution-oriented approach, and flexibility
- Ability to work independently and carefully, with a proactive mindset beyond your own tasks

#### **What we offer:**

- SKInnovation's home base is at InnCubator in Innsbruck, where we enjoy working together; however, home office days are possible but mainly based in Innsbruck.
- A young and dynamic team with a startup spirit and great passion for the event
- Support in finding accommodation in Innsbruck and making the most out of your Innsbruck experience
- Flexibility within your working schedule, snow days possible

#### **About SKInnovation:**

SKInnovation is a startup and innovation conference, held directly on the ski slopes. It takes place every year in March in Innsbruck, Austria. All 1000 participants are on skis or snowboards, talks from our speakers take place in mountain huts, and startup pitches happen on the ski lifts. A key focus this year is further professionalizing and developing the event. We are working with several major players from the Tyrolean (startup) scene to achieve this. More information about the event can be found on our website <https://skinnovation.at/>.

#### **Interested?**

Fill out our application form via this link:

If you have any further questions, feel free to reach out to our founder Kathrin ([kathrin@skinnovation.io](mailto:kathrin@skinnovation.io))