



Job Title: Events Intern
Reports To: Director of Events
Time Commitment: Up to 10 in-person hours a week and a few virtual hours to be determined weekly.
Hourly Pay: \$12

Department Description:

The events department at the Baker Institute hosts approximately 50 lectures, conferences, and workshops per semester.

Position Summary:

The role of an events intern consists of both in-person tasks at events and virtual tasks that can be completed according to your schedule. An ideal candidate should have a somewhat flexible schedule, as event times vary weekly. The intern should be detail-oriented, friendly, comfortable interacting with guests and visitors, and organized.

Job Duties:

- Event check-in
- Registration list management
- Filing event documents in Google Drive

Skills Required

- Proficient computer skills and demonstrated experience with office software and email applications
- Demonstrated success in follow-through and completing routine tasks
- Organizational skills and attention to detail
- Verbal and written communication skills
- Excellent customer service and comfortable speaking with guests



How to Apply: (Via Baker Institute website)

Applicants should submit the documents in the provided [Google Application form](#) listed below by **Friday, August 28, 2026**.

- Cover letter
- Resume/CV

How to Apply: (via 12Twenty)

Applicants will be able to apply to the specified position within 12Twenty by using the external link to the [Google Application form](#). Applicants should submit their information and required documents by **Friday, August 28, 2026**.

- Cover letter
- Resume