



AEC Internship Program 2014-2015

Internship positions

Account Executive

Scope of work

1. Keep good relationship with clients for the purpose of service repurchase
2. Cooperate and working with all parties in the project to manage and ensure the project to meet all parties satisfaction

Qualifications

1. Studying in Communication Arts, Business Administration or related fields
2. Interested in Account Executive and Marketing in Event Management or Event Supply or other relevant industries preferable
3. Proficiency in Microsoft Office

Creative

Scope of work

1. To brainstorm with team for creative new ideas
2. To brief project to AE/Designer and Graphic Designer
3. To do proposal and present project with team

Qualifications

1. Studying in Communications Art, Advertising, Marketing or related fields
2. Interested in Creative with Event Organizer, Advertising and Marketing Business
3. Proficiency in Microsoft Office

Designer

Scope of work

1. To join creative meeting to get scope of project
2. To create project structure
3. To create perspective of work to fit with project's function

Qualification

1. Studying in Communication Art Design, Architecture or related field
2. Interested in Design of Event, Booth etc.
3. Able to work in 3D studio max/viz, Adobe Illustrator, photoshop, corel draw, AutoCAD, sketch up

Graphic Designer

Scope of work

1. To join creative meeting to get scope and co-work with designer to create or design detail of work
2. Able to coordinate all activities for events & project at the facility

Qualification

1. Studying in Design and Visual Arts or related field
2. Interested in Design publishing or relevant display for event or project
3. Able to work in Adobe Illustrator, photoshop, corel draw, AutoCAD, sketch up

Producer

Scope of work

1. Pre-production (Site survey, Brief Supplier and Designer for project)
2. Production (Brief staff on site, Process Run show)
3. Post-production (Set up and Terminate when finish)
4. Document Task (To do Main script, MC Script, Time table and To keep documents of Production in Job Folder)

Qualification

1. Studying in Marketing, Communication Arts or related fields
2. Must be able to collaborate and communicate with people at all levels and interact with a diverse group of individuals and personalities

Lifestyle Expert (Personal Lifestyle Service, The Glitz)

Scope of work

1. To assist and prepare as client request.
2. Able to suggest and solve problem for client

Qualification

1. Studying in Marketing, Communication Arts, Hotel or related fields
2. Must be able to contact and communication with high-end level

Junior Engineer (Image, Lighting, Audio and Effect system in Events Supply)

Scope of work

1. Set up structure to install system of Image, Lighting, Audio and Effect system
2. To control and connect Image, Lighting, Audio and Effect's system by using software

Qualification

1. Studying in Electric, Structural Engineering, Telecommunication or related fields
2. Interested in Design and Set up equipments for events
3. Able to use computer in related