



## **INTERNSHIP DESCRIPTION: CONFERENCE INTERN**

**Location:** Mumbai, India

**Length of Internship:** Flexible (**minimum 90 days**)

**Stipend:** Rs. 5000 per month

Gateway House: Indian Council on Global Relations is a foreign policy think-tank established in 2009, to engage India's leading corporations and individuals in debate and scholarship on India's foreign policy and its role in global affairs. Gateway House executes its mission through a comprehensive website (<http://www.gatewayhouse.in>), a robust membership and meetings programme, and the studies programme.

### **DESCRIPTION**

In anticipation of the three international conferences to be held by Gateway House over the next six months, culminating in the Gateway of India Goeconomic Dialogue (March 2018), interns are required to help in the planning and preparation. These conferences attract high-ranking ministers and corporate leaders, both national and international, and the internship is a unique opportunity to gain exposure in arranging and participating in three such flagship events.

The role will include maintaining databases, managing logistical information, creating content for keynotes and panel sessions, developing agendas, working closely with Gateway House research experts and seniors from the Executive Team. The individual will need to be driven and energetic, with excellent project management skills and show tenacity in following up with all internal and external points of contact.

### **Responsibilities & Expectations:**

- Robust management of several databases including invitee, speaker, sponsor, media and government contacts.
- Responsibility for weekly and monthly conference task lists to be circulated internally.
- Assistance with sending out save the dates, formal invitations and agenda formats.
- Development of content for panel discussions and keynote addresses, including topic and speaker research and suggestions.
- Contribution to conference fundraising initiatives, helping to identify targets, prepare sponsor dossiers and assist in setting up meetings.
- To act as a logistical contact point in the build-up and during the conference.
- Perform general administrative tasks.

### **Essential Skills:**

- Excellent interpersonal, relationship building and communication skills (written and oral)
- Ability to prioritize, juggle **different projects and to work quickly and accurately under pressure**

### **Desirable Skills:**

- Experience working in a think-tank, research institute or academic environment
- Experience **with database and/or conference management software**

### **Qualifications:**

- Bachelor's degree in international affairs/public policy/political science/economics/history/journalism and communication (**required**)



- Current Master's degree students are preferred
- Resourceful, attention to detail, self-starter, motivated, ability to work independently

Please submit a C.V., a covering letter indicating your interest in Gateway House and motivations for working with us, and a recent short writing sample. Once we review these documents internally, we'll contact you for an interview (in person if you're in Mumbai), or over the telephone.

**Your application should be emailed to [jobs@gatewayhouse.in](mailto:jobs@gatewayhouse.in) with the subject "Internship Application - YOUR NAME"**