



Internship vacancy

We are looking for an event trainee



Next Level DMC is looking for an event trainee

We are looking for an enthusiastic event trainee to join our team from February 2024

- Internship role: Project assistant
- Start: February 2024 (or earlier if possible)
- Duration: Minimum of 20 weeks, preferred 10 months
- Contract: Fulltime
- Type of internship: HBO graduation internship

Next Level DMC

"Going Next Level is being tired of accepting the standard". We are a Destination management company (DMC) based in Amsterdam. We organise events for (mostly) international companies that are visiting The Netherlands. As the local experts we strive to exceed expectations by making every event memorable in its own way: details matter.

Our diverse portfolio ranges from group activities, airport & city transfers, up to facilitating an entire multi-day congress. We completely tailor towards a clients' specific needs. Current projects we are working on are; beautiful gala dinners, incentives, canal cruises, multi-day conferences, meetings and more.

Jeroen, Bonne & Nick form the core team of Next Level DMC in a relaxed and informal atmosphere. Depending on the project size, we work closely with our suppliers or freelancers as extension of our team. In 2024 we are also expecting to grow and extend our core team with new colleagues.



Jeroen van Ark
Owner



Bonne ten Kate
Project Manager



Nick Blok
Project Coördinator

Requirements

- Profile: HBO
- Available on a full-time base
- Knowledge of programs such as Excel, Word and PowerPoint
- No 09:00 – 17:00 mentality, but a 'can do' mentality!
- You can speak and write fluent English. Dutch is an advantage
- Available to work in the Amsterdam area

Tasks

You will support the DMC team in the organisation of various projects. Within the team you will be (partially) responsible for the following tasks;

- Supporting the creation of proposals & event budgets
- Preparation of an event such as checking availability, placing optional reservations
- Maintaining contact with suppliers
- Creating timetables and event orders
- Drawing up briefings & presentations independently
- Above all, bringing your events to live with onsite event support!

Competences

In addition to your enthusiasm and an active and eager to learn attitude, we hope you can identify yourself with the following company values;

- Creative and resourceful
- Goal-achiever
- Communicative skills
- Flexible
- Hands-on mentality
- Independent
- Organisational skills
- Eye for detail

What we offer

Within our company we work with a so-called 'freedom – responsibility balance'. This means that you have the freedom to work when, where and how you want as long as you are able to manage your responsibilities in way that fits with our company values. If you like to work out in the morning and are way more efficient to produce a stunning event proposal in the evening... go ahead!

Or you feel like taking a few hours of extra sleep because you have stepped up your game during an event you were running the night before... go ahead!

In this new way of working we look after each other, work hard to achieve amazing goals and on the other hand compensate this hard work with a big load of freedom to keep enjoying what we like most! Creating memorable experiences for our groups and clients coming to Amsterdam and the Netherlands.

You can work where you can perform best; either at home, in the office or remote.

A monthly internship fee of EUR 400 based on a fulltime base. Lunch included at the office. Travel costs compensation up to EUR 100 per month.

Interested?

Just give us a call, text, Whatsapp, or drop us an email with your contact details and why you would like this traineeship.

If you have your CV at hand this is very much appreciated to get to know you even a little faster 😊

Email: info@nldmc.com | Call, text or Whatsapp: [+31630407624](tel:+31630407624)

Website: www.nldmc.com