

The BMW Foundation Herbert Quandt  
is looking for an

## Events Intern, Munich

The BMW Foundation Herbert Quandt promotes responsible leadership and inspires leaders worldwide to work towards a peaceful, just, and sustainable future. Through its leadership programs, it inspires leaders across communities, cultures, and countries and connects them through its global Responsible Leaders Network that drives positive change. It uses and promotes impact investing and venture philanthropy as effective tools for social change. Through its activities, the BMW Foundation Herbert Quandt aims to advance the Sustainable Development Goals of the United Nations 2030 Agenda.

We are looking for an Events intern for our Munich office, starting on February 15, 2019.

### Your Responsibilities

- You independently prepare, plan, organize, and execute events at our premises on Praterinsel.
- You correspond with external service providers, compare and negotiate quotes from suppliers, are responsible for all arrangements, both internally and with third parties, and are the first point of contact for these issues.
- You support the team in the detailed preparation and execution of additional event formats both in Germany and abroad.
- You do research and draft or design presentations.

### Your Profile

- You are a student or trainee.
- You have organizational skills and enjoy designing events.
- You work independently and actively participate in conceptualizing our new event spaces.
- You are able to communicate effectively in German and in English, both verbally and in writing.
- You have good MS-Office skills as well as database and web-based project management software experiences.
- You have great social skills when dealing with our partners and guests.
- You are a good researcher and have very good communication skills.
- You are interested in political and economic topics.

## What We Offer

- A challenging and multifaceted internship in an agile project team with lots of individual responsibility at a globally active corporate foundation.
- A friendly working atmosphere in a highly motivated and dynamic team.
- A paid internship (full-time); preference will be given to interns who have to complete a required internship.
- Beginning of internship: February 15, 2019.
- Duration of internship: 6 months minimum.
- An office in the heart of Munich.

Please send your complete application to Teresa Reiter ([hr-bfhq@bmw-foundation.org](mailto:hr-bfhq@bmw-foundation.org)) no later than December 21, 2018.

For more information about the BMW Foundation and its activities, please visit <http://bmw-foundation.org/de/>