JOB DESCRIPTION

PROJECT & EXECUTIVE ASSISTANT INTERN - LUXEMBOURG

Company: IMC Agency
Location: 21A Avenue Gaston Diderich, Luxembourg, Luxembourg
Job Type: Internship (6 months, Full-Time)
Reports to: Alexandra Dourassof / General Management

About IMC Agency

IMC Agency is the premier creator of bespoke experiences for the world's most discerning brands. Based in Luxembourg, we are the artisans of unforgettable moments, specializing in luxury event production and integrated marketing communications. Our dynamic, multilingual team thrives on collaboration and innovation, delivering exceptional brand experiences that resonate.

The Mission of the Internship

This internship offers a unique opportunity to work directly alongside Alexandra Dourassof, Founder & Managing Director of IMC Agency, supporting both her priorities and the agency's creative, project and operational functions across a variety of international projects.
From personal management and agency organization to creative research, project preparation and event production, the intern will become an integral part of the agency's day-to-day activities.

1. EXECUTIVE & PERSONAL ASSISTANT .

- Facilitate the Founder's daily activities by coordinating priorities, managing multiple workstreams and bringing structure to both professional and personal commitments.
- Prepare, organise and synthesise key information, documents and schedules to support strategic thinking and informed decision-making
- Coordinate travel arrangements, meetings, logistics and administrative matters with precision and attention to detail.

2. AGENCY COORDINATION

- Support the preparation of internal documents, reports and presentations
- Assist with the centralisation, organisation and maintenance of contact databases, agency resources and project documentation, ensuring information remains accurate and up to date
- Facilitate smooth communication and information sharing across teams and departments
- Assist with the organisation and coordination of meetings, follow-up actions and day-to-day agency activities
- Contribute to the improvement of internal tools, resources and workflows
- Actively participate in team brainstorming sessions and collaborative projects
- Support different departments whenever needed, demonstrating flexibility and a proactive attitude
- Observe and learn how to manage client communications and expectations professionally
- Demonstrate curiosity, initiative and a strong willingness to learn and develop within the agency

3. PROJECT SUPPORT

- Assist in the preparation of presentations, proposals and project documents
- Support the creation of moodboards, visual references and inspiration materials
- Conduct research on trends, venues, suppliers, artists, partners and industry best practices
- Participate in brainstorming sessions and contribute ideas for client projects
- Assist with project coordination, timelines and production follow-up
- Support the preparation of client meetings and project presentations
- Provide hands-on support during event setup, execution, and breakdown
- Assist with on-site tasks such as managing the registration desk, organizing event materials, co-ordinating with catering staff, and acting as a runner for the production team.
- Learn to anticipate needs and proactively assist the team in a fast-paced, live-event environment.

4. BUSINESS DEVELOPMENT & RESEARCH

- Prepare benchmarks and market research documents
- Identify venues, suppliers, partners and creative collaborators
- Monitor emerging trends across events, hospitality, luxury, culture and brand experiences
- Assist in gathering information and materials required for proposals and presentations
- Support prospecting and business development initiatives when required
- Support the coordination and follow-up of year-end gifting projects, including production emails, supplier communication and delivery tracking

---

What You Will Learn

- The complete lifecycle of a high-end event, from initial briefing to final delivery
- How to organize process in a creative environment
- The fundamentals of project management and event production
- How to coordinate multiple projects and priorities simultaneously
- How to source, negotiate and collaborate with suppliers and partners
- How to prepare professional client presentations and project proposals
- How to conduct strategic research, benchmarking and sourcing
- The attention to detail, creativity and operational excellence that define the luxury industry
- How to thrive in a fast-paced, collaborative and entrepreneurial environment

Who We Are Looking For

- Currently pursuing or recently completed a Bachelor or Master's degree, Marketing, Comunications, Business Administration, Hospitality Management or a related field
- A genuine and demonstrable passion for the events and luxury industries
- Exceptionally organized with a keen eye for detail—nothing gets past you
- A proactive, positive, and "can-do" attitude; you are eager to help and not afraid to roll up your sleeves
- Strong verbal and written communication skills
- Comfortable managing multiple tasks simultaneously
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- **Professional proficiency in English is mandatory. Fluency or working knowledge of French is a strong asset**
- Must be eligible to work Luxembourg (e.g., holding an EU passport or a valid student visa with an internship agreement/convention de stage)

What We Offer

- A structured internship with a dedicated mentor
- Invaluable hands-on experience working on projects for prestigious international brands
- A monthly internship allowance in accordance with Luxembourg law
- The opportunity to network with industry professionals
- A dynamic, supportive, and inspiring team culture