



Internship Opportunity at Mumbai First

Role: Intern – BRICS Urban Forum 2026

Location: Mumbai

Role Overview

Mumbai First is looking for dynamic and motivated interns to support the planning and execution of the **BRICS Urban Forum 2026**, being organised in collaboration with the Government of Maharashtra and the Government of India. Interns will work closely with the core organising team across government coordination, communications, sponsorships, delegate management, hospitality, and event operations.

Key Responsibilities

- Assist in coordination with government departments, institutional partners, speakers, sponsors, and delegates.
- Support meeting scheduling, follow-ups, documentation, and reporting.
- Maintain trackers, databases, and coordination sheets for different workstreams.
- Assist in the preparation of presentations, briefing notes, invitations, and communication material.
- Support media outreach, communication activities, and social media coordination.
- Assist in venue coordination, registration management, hospitality, and logistics planning.
- Support speaker and delegate coordination, including confirmations, travel details, and session requirements.
- Conduct background research and assist in the preparation of knowledge material and reports.
- Coordinate with agencies, vendors, consultants, and external stakeholders.
- Support on-ground event execution, rehearsals, and operational activities during the Forum.



Eligibility & Requirements

- Must be a graduate or currently pursuing a Master's degree from a recognised university.
- Preferred fields include Public Policy, Urban Studies, Governance, International Relations, Management, Communication, Media, Event Management, or related disciplines.
- Strong written and verbal communication skills are essential.
- Good coordination, organisational, and follow-up abilities.
- Proficiency in MS Office, Google Sheets, PowerPoint, and basic documentation.
- Ability to multitask and work in a dynamic, fast-paced environment.
- Prior internship or volunteering experience in events, policy, research, communications, or stakeholder engagement will be an added advantage.
- Candidates should be proactive, professional, detail-oriented, and willing to work flexible hours during the event period.
- Preference may be given to candidates based in Mumbai or those available for in-person coordination meetings and event execution activities.

What Interns Will Gain

- Exposure to large-scale international forum planning
- Experience working with government and institutional stakeholders
- Hands-on event management and coordination experience
- Opportunity to work closely with senior professionals and policymakers
- Practical experience in communication, research, and operations management

Application Process

Interested candidates may apply by emailing the following documents to sejal@mumbaifirst.org

- Updated CV/Resume
- 1–2 relevant work samples (such as creatives, writing samples, proposals, presentations, campaign screenshots, research work, etc.)

Application Deadline: 19th May 2026