



Wellington College International Shanghai

上海惠灵顿外籍人员子女学校

Wellington College Education traces its origins back to 1859, when Queen Victoria founded Wellington College in Crowthorne, England. It was founded as a national monument to Arthur Wellesley, the first Duke of Wellington and one of the country's most renowned military figures and statesmen. Today the College remains one of the most respected educational institutions in the UK. Its global network of 10 schools empowers more than 10,000 students in England, China, India, and Thailand with schools soon to open in Indonesia, the US and South Korea.

Website: <https://shanghai.wellingtoncollege.cn>

WeChat



Xiaohongshu



About US

Wellington College International Shanghai is guided by a clear Vision and Purpose, expressed in our motto: 'Be You. Be More.'

We are an ambitious school offering a pioneering education to serve and help shape a better world, combining the very best of British and international education to create a pupil-centric, multilingual, multicultural and inclusive learning experience. Everyday we inspire our children to be the best version of themselves, to take pride in where they come from and to be the change they wish to see in the world.

Since our founding in 2014, Wellington College International Shanghai has achieved global recognition for cultivating high-achieving, high-character pupils who graduate as Old Wellingtonians and go on to the best universities in the world.

Our school has been ranked #2 in China by Hurun, the leading school index in China; we have also been included on the Carfax Schools Index Top 150. Our pupils have been accepted at 12 of the US News and World Report Top 20 Universities and at 10 of the QS Top 20 Universities. In 2024 our average IB score was 37.1. Our pupils take advantage of unparalleled opportunities to distinguish themselves in academics, sport, the arts, and leadership.

We serve pupils from ages 2-18. Our youngest learners are housed in a bespoke Early Years setting 5 minutes from our Main Campus.

Our Wellingtonian identity is expressed in our multicultural community. We bring together families from 40+ nationalities and regions. Our global community is grounded in China; our founder is from Shanghai and she herself is a graduate of Oxford University. Through education we build a dynamic new identity which bridges East and West. We are a not-for-profit organisation and all revenues in excess of costs stay with the school.

Our expatriate teachers have decades of experience and most come from UK/America/Europe. All have advanced degrees in their subject or area of specialisation. Our teacher turnover rate is one of the lowest in Shanghai.

Our campus is the only international school located on the Huangpu River, affording easy access to families in both Puxi and Pudong. Our Qiantan neighborhood is often called the "Second Lujiazui" for its seamless blend of high-end shopping and eating, green spaces, and premium accommodations and hotels.

The spacious grounds house our truly modern campus which features incredible facilities allowing pupils to challenge themselves and attain excellence in sport, the arts, technology, leadership and academics.

JOB TITLE

EVENTS INTERN

DEPARTMENT

EVENTS

LOCATION

SHANGHAI

SUPERVISOR

EVENTS MANAGER

OBJECTIVES

TO SUPPORT SCHOOL LARGE EVENTS

KEY RESPONSIBILITIES

As an event intern at our school, you will be responsible for assisting our team in organising and executing various events. Your responsibilities will include:

- Assisting in the planning and coordination of school events. Events support including ACAMIC VEX Robotics, staff party, Music FOBISIA, Festival of Education, Summer Festival, Speech Day, etc.
- Pre-Event Planning & Logistics, assist in coordinating event logistics, including venue setup, vendor liaison, and equipment rental. Prepare event materials (e.g., signage, schedules, name tags, digital assets). Schedule planning meetings and document minutes/key actions.
- On-Site Event Support, coordinate with vendors, security, and internal teams to ensure smooth operations. Monitor event timelines and troubleshoot minor issues as they arise.
- Post-Event Activities, assist in post-event evaluations (e.g. data collection from surveys, feedback collation). Support breakdown activities, inventory returns, and expense reconciliation. Contribute to post-event reports highlighting successes, challenges, and recommendations.

BASIC QUALIFICATION

- Currently enrolled in a Bachelor's degree program
- Strong written and verbal communication skills
- Ability to work independently and as part of a team

- Proficient in Microsoft Office
- Strong attention to detail and organisational skills
- Ability to multitask and prioritise tasks effectively

Internship Duration: Immediate start until the end of June 2026. **Attendance Requirement:** Preferably 5 days a week, with a minimum commitment of 3 days per week.

As an employer of choice, Wellington College Education (China) is committed to making professional learning and personal development central to its ethos and approach. WCEC fully recognises its responsibilities for safeguarding children. Our safeguarding policy applies to all staff, governors and volunteers working in the Group.