



...feel like a guest at your own event

Job: Associate Wedding Engineer (aka planner/coordinator)

Job Location: Evansville, Indiana; United States
Owensboro, Kentucky; United States

Our Company:

We are a small, boutique-like event planning studio really ticks. We have a unique, all-about-you approach with our clients. Because even though we do really important work, we like to have fun, keep our style and be innovative! Our company plans, designs and coordinates weddings and/or corporate events for both clients that are local and from around the country. Because we want our clients to *feel* like a guest at their own event, and we will do everything possible to make that happen.

Job Requirements:

Applicant Profile and Pre-Requisites:

Applicant for this position will have the following:

- Strong People and Business skills
- Sales experience or a natural ability to learn sales
- Clear and articulate speaking voice
- Professional attire and appearance for events
- Effective verbal and written communication skills
- The ability to take direction and also take initiative
- Must be *absolutely* trustworthy
- Ability to work virtually (that means you have access to a computer everyday)
- The physical ability to be on your feet for long periods of time
- Knowledge of Excel, Outlook, Word, Power Point and strong Internet skills
- Ability to manage multiple projects and multi-task, with a smile
- Must have an entrepreneurial inclination
- Must have own transportation, with a clear driving record
- Must be willing to work on weekends for events. This is the highest priority.

Work Environment:

- Fast Paced
- Mixed Team/Individual
- Work well under pressure
- Research/Marketing-Oriented
- Informal, yet very Progressive
- Demanding, but Fun
- High Work Performance Standards (we like the “we can do it” approach)
- Ability to work independently while adhering to the integrity of the company

Experience:

Chosen applicant(s) will have the opportunity to:

- Work directly with the owner of the company
- Get real experience in event planning. The good, the bad, the crazy – everything that goes into making an event a real success.
- Learn how to acquire new business and manage your clients
- Develop & write ideas to blog on company's website
- First hand experience in working with client's to achieve their objectives
- Experience in working with and networking with other vendors
- Must have own transportation, with a clear driving record
- Hands-on experience at working at the actual event

Compensation:

Any associate event engineers will first work several events, unpaid, to be sure of ability and for the candidate to determine if this meets their own interest.

Should this become a good match with the team and for the candidate; then the candidate would be offered a commission based position. It's the perfect opportunity to work with professionals while making some extra money and enjoying what you do!

The candidate should have experience with previous jobs of this nature. We understand and will work with candidates that may have full-time employment elsewhere.

We cannot stress enough that these positions can work after hours during the week for meetings, Friday evenings and of course, during the day and evening on Saturdays. **ONLY seriously interested candidates should apply.**

Candidate(s) receive a wealth of hands on training as well as one-on-one time planners and other event professionals. Should the internship be productive and effective, other planning opportunities may become available, with the intern receiving priority in hiring process. It's a great way of getting to know the business and determining if this is the right path for you!

Associate Wedding Engineers are for working at planning...*forever* events; not to research about starting their own event planning business.

How to Apply:

Application Process:

All applicants may reply to this posting through email (let's save a tree) with a resume, and cover letter. In your cover letter "sell us" on why you should be our next intern! Letters of recommendation are welcomed, but not required. All applicants must be willing to sign a confidentiality agreement.

Absolutely *no* phone calls or snail mailed resumes will be considered.

Contact Information:

planning...**forever** events

Sandra Hadley, event engineer & owner

5625 pearl drive, suite f, #317

evansville, in 47712

Email: staff@planningforever.com

The Web: www.planningforever.com

Blog: planningforever.info

(hint: reading the blog is a good way to get to know us before you apply)