



...creating the unique and unexpectedSM

Date: February 20, 2014

Job Title: Event Engineer Intern

Job Location: Evansville, Indiana; United States

Dates: March 2014 – July 2014

Organization: planning...forever events is a local event planning company that has produced wedding and corporate events for the past 10 years. Not a big company, we specialize in giving our clients special attention, outstanding creativity and the ability to wow their expected guests.

Looking for:

Seeking a junior or senior level student pursuing a degree in a related field (hospitality & tourism, public relations, communications, etc.). This person would love to learn behind-the-scenes and the processes of an event planning company.

Your Responsibilities:

This intern position will work specifically towards assisting to produce one of the largest business and Tri-State community event that will take place July 2014 in Evansville, Indiana. This event is a collaboration of many businesses that come together and share and promote their business. You will work with the owner of the company directly and our clients. You will meet *many* influential and important business people in the local area. You will be responsible for maintaining proper meeting records, distribution, event timeline, negotiating with vendors, reviewing RFP's, updating budget, communication with clients and more. In-person meetings will take place in the downtown Evansville, Indiana area.

Environment and Knowledge

You must have the ability to work independently and virtually.
Your own computer (laptop preferred), printer access, Internet.
Must have own transportation, with a clear driving record.
Knowledge of Excel, Word is critical. Photoshop is a plus.
Strong interpersonal and communication skills.
Strong writing and grammar skills.

Professional appearance.

Self-starter.

Ability to manage multiple projects and tasks.

Ability to meet deadlines is a must.

Have a creative personality and be able to smile through adversity.

Sometimes, long hours on your feet (especially during the event).

Required: signing a non-disclosure agreement for the privacy of our clients.

Social media accounts are a *must*.

Financial Details:

This is an unpaid internship, however compensation will be made on the actual event day and reimbursement for some expenses, if applicable. You will receive hands-on experience and make your own networking connections.

Hours:

Face-to-face meetings will take place during normal business hours 9am-6pm in Evansville, Indiana. Deadlines will need to be met on a weekly or bi-weekly basis. Including meetings with the owner. Additional meetings may be required, so flexibility is key. As the event gets closer, more hours may be required. You should schedule at least 4-6 hours on the day before the event and 12 hours on event day.

How to Apply:

If you are interested in this position, please email your cover letter and resume (prefer .pdf format) to staff@planningforever.com Do *not* mail a resume, even if your college professor told you that you should. Deadline for applications is March 15, 2014. No phone calls. We will conduct interviews until the end of March.