



...creating the unique and unexpectedSM

Date: April 16, 2015

Job Title: Event Engineer Intern

Dates: For Immediate Consideration – September 2015

Organization: planning...forever events is a local event planning company that has produced wedding and corporate events for the past 11 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. They would also be available to work events on the weekends and during the week.

Your Responsibilities:

This intern(s) position will work specifically with the owner of the business learning how to produce private events, such as; weddings or social parties. In addition, corporate events that will present you to many influential and important business people in our local area. We will work with your schedule for pre-planning working hours during the week as well as attend events on weekends. Some pre-planning hours may be independent and some will be at the planning...forever studio.

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. Illustrator is a bonus!
- 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*.
Bonus: lover of all Bravo TV Shows will make us love you.

Financial Details:

There will be compensation for actual event days and some reimbursable expenses, if applicable.

Hours:

Face-to-face meetings will take place during normal business hours 9am-6pm.
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. Weekend event hours are on Saturdays, usually 12 hours. Corporate events are during the work week and/or weekday evenings.

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 snail mail* a resume, even if your college professor told you that you should. Deadline for applications is May 10, 2015. No phone calls. We will conduct interviews until the end of May.