Special Event Intern Job Description

JOB SUMMARY

A Special Event Factory Wedding/Special Event Planner Intern will gain firsthand knowledge of the wedding industry that will help the intern understand every part of a wedding. This internship will give unparalleled exposure of the overall wedding experience. Interns will work on real weddings with real couples and engage with real industry professionals that will help shape a professional career in the wedding industry. Interns must work in accordance with the company mission statement to achieve guest satisfaction within established quality standards. A great deal of organization, strong independent work ethics, an engaging and professional personality, along with a flexible work schedule is needed to succeed in this position.

Position: The Wedding/Special Event Intern will work directly with the owner in planning, supporting & executing the special event activities of Special Event Factory from early October until late May. The candidates will also assist the owner with some administrative duties as needed.

Application Instructions: Submit the following application materials to Leneille Moon, Special Events Manager, info@specialeventfactory.com

- Current Resume (please include a list of any events worked ---including volunteering)
- Two professional references
- Cover Letter

**Please no follow up calls regarding the status of your application**

RESPONSIBILITIES

Event Planning & Execution

To perform this job successfully, the individual(s) must be able to perform each essential duty and responsibility in a safe and satisfactory manner. This person must be a team player as they are responsible for working closely with couples to ensure wedding goals are met, ensuring day-of deadlines are met, solve complaints and service issues, be proactive to prevent potential problems, and to act as the wedding expert and liaison between venue and outside vendors. Responsible for interviewing and hiring vendors, selecting and ordering décor and/or event materials, reviewing contracts and negotiating rates for clients, coordinating the sequence of events, guide clients through the planning process and handle the logistics of coordination on wedding/event day. Planner must be able to attend and/or coordinate a rehearsal. Perform all other related duties as assigned.
QUALIFICATIONS

Education & Experience

- Sophomore – Senior college/university student enrolled in Event Planning and/or Hospitality Management programs.
- Must have a strong interest in event planning
- Must be computer savvy
- Must be social media savvy
- Previous event volunteer experience a strong plus
- Must have a working knowledge of Microsoft Excel & Word,
- Graphic Design experience a plus

Licenses: Must possess and maintain a valid driver’s license and a reliable vehicle.

Physical Requirements: Must possess the strength to lift and carry materials weighting at least 15 lbs. without assistance during event setup.

SKILLS DESIRED

Strong verbal and written communication skills required. Must be a self-starter with ability to multi-task while under deadline pressure. Strong attention to detail and highly organized is a must. Planner must be highly creative in order to provide décor, set-up, and planning advice to make each event unique to the client. Ability to communicate with vendors, clients, and guests in a friendly and professional manor by conveying information effectively. Must be able to delegate tasks and communicate wishes in a professional and effective way in order to meet deadlines. Planner will work to maintain an operating environment that assures consistent guest satisfaction. Planner must be exceedingly professional with a warm yet assertive presence to effectively execute event details as expected by the client. Must be knowledgeable about a variety of religious and cultural customs. Ability to utilize basic math and some advanced computer skills. Understand government health, hotel, or food service regulations. Recognize customer intoxication. Experience with Microsoft Word and Excel along with the ability to navigate an event planning software required. Ability to work on feet for duration of 8-14 hours. Must be a team player who is willing to assist with any task in order to “get the job done”.

Time Commitment and Compensation: Minimum 15-20 hours per week, unpaid internship, hours will be worked during business hours (Monday – Friday, 9am-5pm). Some late evenings and weekends will be required (during an event)

No hourly pay is provided. Pre-planning with clients and learning experience with offer staff and management is part of the internship experience. Tips are often provided post wedding from clients to the staff.

Special Event Factory may extend a job opportunity to interns based on job performance. Employment is not guaranteed.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.