

C O M M E L L I N I



VENUE & EVENT RESTAURANT

Position Type: Part Time, Internship

Day of Event Coordinator: Event Intern

Job Description: Under the direction of the Event Director, the intern will observe and assist with various projects assigned by the Special Events department. General responsibilities may include: Work with Special Events Manager and Event Coordinator to coordinate event logistics. Event planning, promotion, and on-site execution including design, set up, and tear down. Maintain up-to-date event documents including site-schedule forms and action plans. To procure and organize supplies for events . Position will shadow marketing department staff, offer input into projects, will be invited to meetings, and may be asked to assist other departments

We are looking for individuals who want to gain experience in all aspects of the event planning process and running a business. Student will have the chance to learn about the industry first-hand and have high accountability as they will be given high priority, real world tasks throughout the internship. In addition, they will assist with the following:

Event Planning and Production

- Assist in all aspects of planning events, working with clients, event coordination, and execution.
- Assist in creating event collateral, and outreach through media and social media channels, and email blasts.
- Aggressively gather information on each project to achieve quality event execution
- Conduct research, make site visits, and find resources to help staff make decisions about event possibilities.
- Propose new ideas to improve the event planning and implementation process.
- Serve as liaison with vendors on event-related matters.
- The event coordinator should have a love for special event management, provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers.
- Must be able to anticipate project needs, discern work priorities, and meet deadlines, and be willing to work occasional evenings and weekends, that is, the night of event.
- Assist with managing on-site production and clean up for events as necessary.
- Close out all events as required.

-8 Month Duration-

Documents Required: Please submit your Resume and Cover Letter to info@commelliniestate.com. Please be sure to include your availability.

Desired Start Date: 5/3/16

Apprx Hours/Week: 20 hours with option for up to 35 hours with additional role

GPA: 3.0+

Qualifications: Applicants should possess impeccable integrity, outstanding interpersonal skills, excellent written and oral communication skills, and a strong academic record (3.0 GPA or better). Looking for a take charge, personable individual, with ability to manage administration and logistics in support of a growing organization

Other necessary qualities are:

- Be passionate about making a difference in your community.
- Ability to manage multiple projects and work assignments from a variety of staff
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Ability to accomplish projects with little supervision.
- Fantastic customer service ethic and high expectations for quality.
- Computer literate: Proficient using the latest versions of Microsoft Word, Excel, PowerPoint. Aptitude to learn other event, email and survey tools
- Well organized, dedicated, confident, energetic, and creative
- Flexible to the constant variations in our business
- Dress is clean and professional

Salary Level: Unpaid Internship-with option for Commission, hourly rate of \$9.47, and/or Gratuity of \$35-150 per event worked