



**EVENT PLANNING + DESIGN INTERN (PART-TIME) LOS ANGELES
MELISSA ANDRE EVENTS INC.**

**PART-TIME POSITION: MON, WED, FRI 10:30AM-6:30PM
ON-SITE EVENT ASSISTANCE REQUIRED (SOME EVENINGS + WEEKENDS)
THERE IS SOME FLEXIBILITY IN THE SCHEDULE - PLEASE PROVIDE AVAILABILITY.**

**COMPENSATION: Monthly honorarium will be negotiated after 3 month
successful internship completion.**

JOB BRIEF

THE ACCOUNTING INTERN WILL REPORT TO THE EVENT PRODUCTION MANAGER AT MELISSA ANDRE DESIGN CO. LLC WHO IS RESPONSIBLE FOR OVERSEEING ALL EVENT PLANNING, DESIGN, AND PRODUCTION AT THE COMPANY.

RESPONSIBILITIES INCLUDE (BUT NOT LIMITED TO):

- UPDATE COMPANY DOCUMENTS (MUST BE PROFICIENT IN MICROSOFT WORD, EXCEL, PPT.)
- ASSIST WITH ORDERING OFFICE SUPPLIES, EQUIPMENT, BUSINESS CARDS, ETC.
- ASSIST WITH THE PLANNING AND COORDINATION OF MEETINGS AND EVENTS
- ASSIST WITH THE CREATION OF HARD AND SOFT COPY FILES
- ASSIST WITH COMMUNICATION AROUND EVENT MANAGEMENT INCLUDING BANQUET EVENT ORDERS, TIMELINES, CALENDARS, REPORTS, DIAGRAMS, FLOORPLANS, ETC.
- ASSIST WITH EVENT SETUP AND TEARDOWN, AV SUPPORT, ETC.
- ASSIST WITH EVENT GUESTLIST CHECKIN, COAT CHECK, VALET AND SHUTTLE SERVICES, ETC.
- REPRESENT THE COMPANY IN EVENTS, CONFERENCES, TRADESHOWS - WHERE NECESSARY
- ORGANIZE AND SCAN RECEIPTS AND FILE ELECTRONICALLY
- RUN ERRANDS AS NECESSARY
- PERFORM DUTIES AS ASSIGNED
- SOME PERSONAL ASSISTANCE TO MELISSA ANDRE, CREATIVE DIRECTOR

DESIRED SKILLS AND EXPERIENCE:

- HIGHLY ORGANIZED AND DETAILED WITH THE ABILITY TO FOCUS ON OPERATIONAL AND ORGANIZATIONAL TASKS
- STRONG WRITING AND COMMUNICATION SKILLS (PERFECT GRAMMAR)
- DEMONSTRATES A TRUE INTEREST IN OUR CLIENTS, THE COMPANY, OUR PARTNERS
- DEDICATED AND COMMITTED TO TOP QUALITY SERVICE AND THE BEST POSSIBLE CLIENT EXPERIENCE
- ABILITY TO MEET EXPECTED DEADLINES AND WORK IN A HIGH-PRESSURE ENVIRONMENT
- MUST HAVE ACCESS TO VEHICLE AND LAPTOP COMPUTER WITH ALL NECESSARY PROGRAMS
- ABILITY TO MAINTAIN RECORDKEEPING SYSTEMS AND PROCEDURES
- **KNOWLEDGE OF PHOTOSHOP, GRAPHIC DESIGN, AND PHOTOGRAPHY/VIDEO IS A HUGE ASSET**



THE POSITION REQUIRES COMMITMENT AND ADHERENCE TO THE BRAND STANDARDS DEMONSTRATED BY MELISSA ANDRE EVENTS INC.

APPLICATION PROCESS

1. EMAIL RESUME AND COVER LETTER IN PDF. FORMAT TO: JOBS [@] MELISSAANDRE . COM
2. INCLUDE NAME OF POSITION YOU ARE APPLYING FOR IN THE SUBJECT LINE OF YOUR EMAIL APPLICATION (**EVENT PLANNING AND DESIGN INTERN (PART-TIME) - LOS ANGELES**)
3. PROVIDE LINKS TO INSTAGRAM ACCOUNT (MUST BE PUBLIC)
4. PROVIDE LINKS TO BLOG, WORDPRESS, SAMPLES OF ANY WORK, SCHOOLWORK, GRAPHIC WORK, COLLAGES, INSPO BOARDS, OR ANY RELEVANT MATERIAL