



**Job Title:** ASSISTANT EVENT PRODUCER / INTERN  
**Department:** Event Services  
**Location:** New York City  
**Time Frame:** On-Going  
**Compensation:** University / College Credits, Stipend  
**Report To:** Senior Event Producer

Simply Precise Events is seeking a fun, passionate and artistic student to assist with the daily tasks of running a business and planning events. Responsibilities include but are not limited to coordinating events, planning menus, drafting décor layout, researching venues and contacting vendors.

**Purpose of Position:** The main purpose of this position is to promote the brand of Simply Precise Events, acquire new clients while maintaining current business and most of all, allowing the student to gain true industry experience. You will work closely with the Senior Event Producer at all times to help develop precise execution during events.

**Primary Responsibilities:**

- Coordinate details of various events, such as weddings, birthdays, galas, meetings, charity events and sponsorship opportunities to ensure the success of the event.
- Calculate budgets and ensure that they are adhered to.
- Participate in site visits to plan layout, draft seating and visualize décor scenery.
- Design and edit promotional materials.
- Keep inventory of materials used for events.
- Create agendas for meetings, checklists for clients and event reports.
- Send out client and vendor “Thank You” Notes, gifts and surveys upon completion of every event.
- Promote market brand via social media.
- Field trips to vendors and stores for pricing, quality, etc.
- Personal assistant duties at times

**Required Skills & Knowledge:**

- Pursuing a Bachelor’s Degree in Hospitality, Business, Marketing or Communications.
- Highly Computer and Social Media literate.
- Exceptional organization, planning, project management, oral & written communication skills.
- Experience AND commitment to an amazing customer service experience.
- Ability to work independently and contribute in a team environment.
- Ability to work creatively and artistically within the brand of Simply Precise Events.
- Strong attention to details and ability to perform several tasks simultaneously to meet deadlines.
- Visionary

**\*THIS IS A NON-SALARIED POSITION. STIPEND AVAILABLE. TRAVEL OPORTUNITIES ARE POSSIBLE. GREAT OPPORTUNITY TO BUILD A GREAT NETWORK. PLEASE SUBMIT COVER LETTER, RESUME AND PICTURE TO [SimplyPreciseEvents@gmail.com](mailto:SimplyPreciseEvents@gmail.com). DEADLINE FOR SUBMISSION IS Friday, August 1, 2014 NO PHONE CALLS PLEASE!**