



**Job Title:** EVENT ARCHITECT / 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 individual to assist with the daily tasks of designing events. Responsibilities include but are not limited to constructing the design of an event, drafting décor layout, calculating budgets and conducting vendor site visits.

**Purpose of Position:** The main purpose of this position is to coordinate and generate ideas for concept inspiration; construct solid and precise structure of event décor while promoting the brand of Simply Precise Events; and acquire new clients while maintaining current business and most of all, allowing the individual 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:**

- Construct the design and illustrate sketches of an event
- Design Event Décor
- Work with Assistant Event Producer, Event Planner & Event Coordinator
- Meet with Event Planner and Client to construct event vision and follow-up thereafter
- Conduct site visits to plan layout, draft seating and visualize décor scenery
- Coordinate client planning timeline
- Creative Services Team
- Manage field trips to vendors and stores
- Calculate budgets and ensure that they are adhered to
- Promote market brand

**Required Skills & Knowledge:**

- Experience in interactive or visual design.
- Strong visual, interactive and conceptual thinking.
- Humility, a sense of humor and the ability to work well and with grace under pressure
- Exceptional organization, planning, project management, oral & written visual design concept 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, organized and ability to perform several tasks simultaneously to meet deadlines.
- High energy, positivity and self-driven to constantly learn, teach and improve
- 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 Monday, September 1, 2014 NO PHONE CALLS PLEASE!**