



LK Events + Design LLC is thrilled to announce the 2015 Spring/Summer Internship Opportunity with our company, from April through September.

Background

LK Events + Design LLC is a distinct event and wedding planning company in Richmond, Virginia. We plan, design, coordinate and/or execute dozens of events per year and growing. We have had the privilege to be featured in print and online publications such as, Richmond Bride Magazine, Virginia Bride Magazine, Southern Weddings Blog, Grey Likes Weddings blog, Weddings Unveiled blog, Perfect Bound, The Wedding Planner Magazine, Utterly Engaged Magazine, Volume 1, United with Love blog and more.

For more information, visit us at www.LKeventsanddesign.com

Duties

Specific duties of the intern vary each year depending upon new events, marketing objectives and administrative logistics, but could include: appointment confirmation, vendor solicitation and meetings, research of wedding trends, social media management, blogging, organizational projects, shadowing, attendance at networking events and complete wedding coordination.

The intern will work a flexible schedule of 10-15 hours per week to potentially include: creating planning timelines, budgets, attending client meetings with the planner, attending networking events, social media, blogging, vendor solicitation, etc. The intern will assist at events *during the weekends* in Virginia and surrounding areas. Event weekends typically require 2-3 hours on Fridays and 10-12 hours on Saturdays. Weekly staff meetings are required and not included in the above hours/week. More than one meeting may occur during heavy months. Additional expectations could include a pre-wedding meeting with the planner or a site-visit to the wedding venue. The intern will need reliable transportation, but is not expected to drive outside of the metro Richmond area. The intern will need a reliable computer and mobile phone.

The internship is unpaid although LK will gladly work with the intern on paperwork/requirements for college credits. At the end of the internship program, an evaluation of work completed will be presented to the intern. At that point, discussions of potential opportunities of growth with LK Events and Design will occur.

Eligibility

Eligible participants must be a junior in College or older and residing in Richmond, Virginia for the duration of the Summer Internship Opportunity. Preference will be given to those possessing strong communication and organizational skills, as well as maturity, creativity, and the ability to work independently. A sense of urgency is required in this fast-paced industry. Candidates with event, hospitality, food service industry, banquet, or design backgrounds are encouraged, but not required.

Skills

The best candidate is a driven individual who values on the job experience. You are meticulous, proactive, personable, friendly and have a passion to learn. Proficiency with Windows (or mac os), Google apps, various design software and social media management (twitter, facebook, instagram, pinterest, wordpress) is encouraged.



Selection

After reading the above, applicants must submit the below application, along with his/her resume, cover letter and three current references and their contact information, to hello@LKeventsanddesign.com **no later than March 13, 2015**. No phone calls please.

LK Events and Design Spring/Summer Internship Opportunity Application 2014

Name:

Age:

Phone Number:

Mailing Address:

Email Address:

Name of College or University currently or previously enrolled:

Current College Level or Date of Graduation:

Major:

Minor:

GPA:

College courses successfully taken that may apply to your internship (ie: event planning, hospitality and tourism, marketing, design, etc):

When is your anticipated availability? Will you be in Richmond, Virginia for the entire length of the Internship Opportunity?

Will you have access to a laptop or desktop during this period? Will you have a reliable internet connection?

What extra-curricular activities keep you busy during the year?

What are your passions? What makes you tick?

Please list three words that describe you.



What would you like to gain during this Internship Opportunity?

Create a short, mock blog post and content with images as if you were writing for LK. (Can be attached in a separate document.) How would you publicize this post on social media? Give examples.