

# **CONSIDER IT DONE** *Special Events*

**Title:** Event Management Intern

## **Description**

Do you love events, and want to either get your feet wet in the world of hospitality and event management, or grow your past experience with new challenges? The CID team is looking for you!

## **Responsibilities**

- Prepare for upcoming events through floral design, tablescape design, room design, making signs, custom installs, etc.
- Pull for events, packing all necessary materials from the client quote or BEO
- Aid in the client sales process by writing quotes, compiling mood boards, and researching designs
- Work through the planning process by researching venues and supplier partners, fielding emails and comparing prices, and organizing logistics
- Help with event installation and tear down
- Assist in daily office tasks in the new CID Headquarters!

## **Requirements**

- Pursuing a degree in Hospitality Management, Event Management, Business Management, or the likewise
- A strong interest in the events industry
- Motivated individual, strong time-management skills, ability to work in a team
- Availability on weekends, especially during busy event seasons
- Willingness to get ‘down and dirty’ working on event installs
- Proficient with Microsoft Suite (Word, Excel, Office), Google Suite (Docs, Slides, Sheets, GMail, Google Drive), and willingness to work with new softwares
- Transportation to and from Chelmsford, MA
- (ideally) Personal transportation to events in Merrimack Valley, Boston, Northshore area, and possibly throughout New England

## **About Consider it Done Special Events, LLC**

Consider It Done Special Events is a certified woman owned business that focuses on full service event management, production and event decor. With more than 12 years experience and over 6,000 events, we invite you to become part of the CID family! Our focus is to create unique and memorable event experiences. What makes us special is our passion for a wide spectrum of events both large and small. We also offer a wide array of decor rentals to include: linens,

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tables, chairs, drapery, lighting, A/V, centerpieces, entertainment and more! We are your one stop shop for all your event needs!

## **Compensation**

The Summer Program is a \$2500 stipend for May 17, 2021 - September 3, 2021

## **How to Apply**

Please send resume to [info@cidspecialevents.com](mailto:info@cidspecialevents.com). We are hiring 4 positions.