



## **Job description – Wedding and Event Assistant**

Laura Davis Events, Inc. has an opening for a non-paying internship. The internship offers the opportunity to work closely with professional wedding and event planners to help orchestrate events. The internship will include day-to-day tasks involved with running a successful business; behind-the-scenes experience of planning and organizing events; assisting with special events, wedding ceremony rehearsal and on-site coordination of both the wedding ceremony and wedding reception.

This is an unpaid position; however, an intern who successfully completes the internship program may be hired on a part-time basis to assist at future events.

### **Internship Dates**

The winter/spring internship is for the months of January through June. Resumes and cover letters for this internship are being accepted beginning November 10.

The summer internship is for the months of May through August. Resumes and cover letters for this internship are being accepted beginning February 10.

The fall internship is for the months of September through December. Resumes and cover letters for this internship are being accepted beginning July 10.

To apply for the internship, please email your resume and cover letter to Laura Davis at [laura@lauradavisevents.com](mailto:laura@lauradavisevents.com). Please address the items below in your cover letter and how you believe you possess the qualifications.

### **Internship qualifications**

Your resume and cover letter should demonstrate how you possess all of the required qualifications. Examples recounting situations where the required attributes were demonstrated are encouraged as part of an applicant's cover letter.

- *Previous event planning experience* – Applicants should have some previous event planning experience. This includes non-professional experience such as volunteer school events, volunteer church events, college homecoming committee, sorority event chair, assisting with charity galas or other non-profit volunteer event experience.
- *Driving knowledge of metropolitan Detroit* – Applicants should be familiar with metro Detroit's interstates and main roads, possess an ability to read and follow a road map, and have a reliable means of transportation.
- *Outgoing personality* – Applicants should be flexible, hospitable, gracious, assertive, motivated, independent, resourceful, with an ability to solve problems calmly and quickly. Ability to multi-task is essential.
- *Weekend availability* – Applicants must be willing to work Saturdays, and some Fridays and Sundays.
- *Strong listening and comprehension skills* – Applicants need to be able to listen to instructions and carefully and correctly follow directions.
- *Computer skills* – Applicants must have knowledge of Microsoft Office Suite, including Word and Excel. Additional ability to conduct research on the internet is required.

Note: Cover letters and resumes that do not go into detail about how you demonstrate the above qualifications will not be considered.