

Venues and Estates  
[www.venuesandestates.com](http://www.venuesandestates.com)  
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**Intern Coordinator:** Hannah Davis

**Phone:** 562-243-0218

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**Position:** Event Management Intern Spring 2022

### **Description:**

As Southern California's Luxury Wedding Management Company, Venues & Estates provides unparalleled Venue Expertise and Wedding Celebration Experiences.

Weddings are our specialty, and with our Infinity Planning framework, we prioritize each love story to make every Wedding consistently unique. V&E Couples choose their venue from the most luxurious and romantic Southern California event properties, and our Team implements the Narrative of each of their Love Stories into every detail of their customized design to create an unforgettable celebration.

Our mission is to create the Wedding of our V&E Couples' dreams, and our goal is to make one day last a lifetime.

### **Internship Training**

- Gain hands on experience in the field of event management & industry knowledge.
- Become comfortable working in a professional business environment.
- Learn effective strategies for communication, organization, and building client relationships.
- Day-of Event experiences

## **Responsibilities**

- Assist our Event Manager & Coordinators in planning, organizing, and facilitating events.
- Communicate and follow-up with team members & clients to ensure event needs are met.
- Develop creative elements for social media platforms.
- Perform special projects & tasks assigned on Day of Events that may require guest interaction and some lifting of objects.
- Must be available to work 15-20hrs/week
- Flexibility to work weekends for scheduled events.
- Work Hours: Monday - Thursday 10:00am - 4:00pm

## **How to Apply/Compensation**

- This is an Unpaid internship and College Credit is offered. • Snacks & Meals provided.

To apply, please email a resume to our Intern Coordinator, Hannah Davis (cover letter optional).