

Soirée ~ Event Production, Austin, TX
Fall Internship 2008

Intern needed for event planning/production company for fall 2008.

Hours will vary according to events but will be approx. 20 hrs/week. It can be paired with another internship and we'll work with student's schedule.

Responsibilities include:

- Assistance with timelines, task lists, event itineraries
- Event-related administrative duties such as filing and office organization
- Assisting in events preparation
- Ordering supplies
- Event-related errands

We are looking for an outgoing, detail-oriented, creative, and responsible person looking to gain experience in event planning/production (weddings, social, corporate). Applicants must have their own laptop computer and cell phone.

Position will start in August as soon as possible and is unpaid, but can be done for college credit or resume experience. Please email resume, references, and cover letter and let us know why you're interested in event planning. We will contact those who qualify for interviews.

Sarah K. Wolf

- > Soirée ~ Event Production
- > office: 512.450.1116
- > cell: 979.575.2757
- > fax: 512.451.2477
- > www.austinsoiree.com
- > sarah@austinsoiree.com
- > 507 Powell Street, Austin, TX 78703