

Bespoke Events Internship

Contact: Careers@BespokeEvents.com Attn: Janet Durbin, Office Manager

Location: Denver, Colorado

Compensation: Hourly pay DOE

Hours: FLEXIBLE! May: 5 - 20 hours per week | June – August: 40 hours per week

This is the perfect opportunity for a motivated and driven individual looking to explore a career in meeting and event planning. Possessing a strong work ethic and the unique qualities of a dynamic overachiever are a must! Discipline and focus are needed to accomplish tasks flawlessly and efficiently while accountability and ownership of both individual tasks and long-term projects is essential.

You should be extremely self-motivated, driven, committed and a dedicated team player with the flexibility to work alongside with different client personalities.

You should also be able to tell at least one good joke, it comes in handy more than you think in this industry.

You must have the ability to work independently on a

variety of programs with a desire to learn a working knowledge of Bespoke's budgeting, contracting, planning and financial processes. If you are still reading, you should checkout our website at

www.BespokeEvents.com to learn more about us, and while you're at it, let us know if you have any brilliant ideas for improvements – it's time for an update!

"Personally, interning for Bespoke was one of the most valuable experiences of my life; preparing me to achieve success in my future career and personal relationships. It provided me the opportunity to see what working for my "dream company" my professors always talked about was truly like."

Skills and Qualifications:

- Junior or Senior collegiate standing with exposure to communications, marketing, design, graphic design and/or business classes.
- Event planning experience is a plus but not required
- Excellent computer skills – Microsoft Office, Excel, Word, Outlook. MacOS a plus
- Knowledge of Adobe Creative Suite and Asana Project Management a plus but not required
- One of us is constantly screwing up the printer, if you can fix it... #winning
- Effective, business professional communication skills – written and presentation skills

"My self-confidence rose through the roof. I felt capable of independent decision-making and meeting the needs of the clients while representing the company well and being an overall self-sufficient worker. I left the company feeling well equipped to pursue a career in the events industry."

Desired Qualities:

- Attention to detail and excellent problem-solving skills
- Ability to provide outstanding client service at all times, including under tight deadlines and in stressful situations
- A creative spark, willing to work side-by-side with our creative team
- Confidence and professionalism to work directly with client contacts
- Snacks, must enjoy snacks
- Superior proofreading skills – emails, websites and spreadsheets
- Ability to support and manage multiple ongoing projects simultaneously
- Master problem solver – we fight fires all day, every day
- Willingness to support other team's projects as needed
- Communication with clients at all levels of organizations, written and conversational
- Desire to laugh every day, or at least during Friday funny web video breaks
- Plan inspections/planning trips with clients and other team members
- On-site program execution
- No seriously, everyone likes a good snack
- Work as part of planning team on larger or more extensive programs
- Embody Bespoke's beliefs, values and fun natured culture

"I gained responsibilities at a rapid pace as my experience level increased. While feeling pushed to grow, I always felt comfortable, even if I was given new tasks since I was able to tap into resources in the minds of my co-workers."

"Overall, working for Bespoke was an exceptional transformative milestone in my professional and personal development and I would recommend everyone to seize the opportunity to work for such an incredible company!"