

OPPORTUNITY TYPE:

Internship, Full time, flexible work schedule, spring

DESIRED STUDENT STANDING:

Junior

POSITION DESCRIPTION

Paint the Town Red, an innovative New York-based Event Planning Firm, is seeking interns for this Spring, (Jan - April/May). This is a unique opportunity to learn about the event planning industry, under the guidance of our Event Producers on some of our most important events of the year. You'll be involved in an array of different events that can help broaden your knowledge of the field while discovering your true potential and niche in this market. During the course of this internship you will develop important contacts that can enable you to further your career in this field.

DESIRED QUALIFICATIONS

We're looking for Interns with superb organizational skills, computer skills (Mac preferred), an energetic can-do attitude and an interest in learning about the Event Planning world. Some previous event planning experience is preferred but is not a requirement. We're a small company that handles large scope events so there is the opportunity to really get some hands on experience.

IS COVER LETTER REQUIRED: Yes

OTHER REQUESTED MATERIALS

Please email a cover letter explaining your interest and qualifications, and resume to jgattas@paintthetownred.net. Please title your email "PTTR Intern Spring Application."

APPLICATION METHOD: E-Mail

EMAIL: jgattas@paintthetownred.net

APPLICATIONS START DATE: 10/27/09

APPLICATIONS END DATE: 11/20/09