

Great opportunity for a creative, ambitious college student or recent grad looking to gain professional experience in all aspects of the event planning industry. Must be personable, detail-oriented, and comfortable working in a fast-paced work environment.

We have internship opportunities available year-round, so please email your resume and cover letter to: [info@bowenandco.com](mailto:info@bowenandco.com) or fax to (914) 231.6183. No phone calls please. Hours are flexible, but we prefer to set a definitive schedule with a minimum commitment of 20-30 hours per week.

The Intern serves as a key member of the BOWEN & CO. team in performing assigned responsibilities as they relate to all BOWEN & CO. events.

Duties will include but are not limited to the following:

- Assist in all aspects of event coordination including planning, design, marketing, fundraising, and sponsorship
- Perform responsibilities as assigned at Bowen & Company events (some evenings and weekends necessary)
- Meeting preparation: scheduling and coordination of appropriate materials for client and new business meetings
- Research new event spaces, restaurants, and resources related to our industry
- Office reception: answering phones, receiving deliveries, ordering supplies
- Mailings and list management: compiling and updating mailing lists, tracking RSVPs for events, and coordinating large mailings
- Being creative, collaborative, and having fun!

### **Qualifications**

Good writing and communication skills

Strong computer skills including Microsoft Word, Excel, and PowerPoint

Strong organizational skills and exceptional attention to detail

Internet research

Ability to handle multiple tasks

Availability to work occasional evenings and weekends

Interest in pop culture, fashion, food, arts, and travel

### **Compensation**

Modest honorarium awarded to intern upon completion of internship

School credit/letter of recommendation

### **About Our Company**

Bowen & Company is an award-winning event management and production firm specializing in marketing-based event programs. With over 10 years of experience producing events, conferences, and fundraisers in the food & wine; media & entertainment, fashion & beauty, and cultural & non-profit arenas; we bring a unique, strategic, and creative approach to each assignment. Corporate and nonprofit clients include: The James Beard Foundation, Afya Foundation, National Academy Museum & School, Cinereach, Saks Fifth Avenue, Aid to Artisans, Every Day with Rachael Ray Magazine, and Museum for African Art. We are also launching a new division exclusively devoted to weddings and private celebrations. Hastings-on-Hudson is a 35-minute commute from NYC, and our office is within walking distance of the Metro North train station. Check out our website for more information:

[www.bowenandco.com](http://www.bowenandco.com).