



JULIE & CO  
2020 CALL  
FOR INTERNS

# J O B

## D E S C R I P T I O N

Julie & Co Events is a well established event planning firm based out of The Ottawa Valley and operating all across the Ottawa and The Valley. We have been in business for over 10 years, offering full planning, month of management, day-of event planning, and decor design. We pride ourselves in creating beautiful weddings for mid to high couples.

Every year, we handpick a handful of individuals to train and develop so that they can get a true taste of the wedding industry and all it has to offer.

The internship is a 6 to 12 month, unpaid opportunity, beginning in April 2020. Our interns are our pride and joy and are valuable assets to our team. This is not just a volunteer position. This is an opportunity for an eager, hardworking and artistic-minded individual that is looking to develop their skills from an event, design, administrative or entrepreneurial standpoint. Our ideal candidate loves to get involved, take initiative and go the extra mile for our clients.

Half of our internships are available for those who have completed at least one year in a hospitality or event management program. We are opening six (6) positions for eligible candidates.

The ideal candidate will possess the following:

- Impeccable organizational and multitasking skills,
- Punctuality
- World class team player and excellent enthusiasm towards any tasks given to them,
- Ability to handle constructive criticism and feedback about one's performance
- Access to a car on a regular basis is a must!**
- Ability to commit 10 to 15 in-studio or at events hours, and 5 to 10 remote hours, per week – therefore, having discipline and being a self-starter is also a huge asset.
- **Must be able to commit to at least 70% of weekends April-November.**

### **Intern Perks**

You will be able to gain hands-on experience in all aspects of weddings: We will cover areas as sales and marketing, social media, client relations, wedding day prep and execution. You will be trained in handling wedding clients, preparing quotes, preparing timelines and checklists and guiding brides throughout their planning experience. You will also have the chance to create a plan for a styled shoot. The designs that best fit the Julie and Co brand will be executed by the team and published on our website and social media.

# INTERNSHIP DETAILS

## **Twenty-five Percent (25%) Administration**

You will be a key player in assisting the marketing initiatives and the day-to-day operations of Julie& Co Events. Tasks include: Using our cloud based planning system, preparing quotes, Pinterest boards, video posts, automating our social media, assisting sales and marketing, e-mailing clients, managing appointments, attending client meetings and various other tasks.

## **Fifty Percent (50%) Wedding Planning and Coordination**

You will get the opportunity to work alongside our lead planners and learn about the following: Create a detailed wedding day itinerary using our cloud based software. Manage all vendor set-ups, drop-offs, décor and display all elements to ensure that the venue meets the couples "vision". Manage Ceremony set-up to ensure placement of programs and alter items, pew décor, marriage license, unity candles are in place as per bride and groom request. Ensure all ceremony items are taken down and packed away. On-site Direction of Wedding Ceremony to ensure all floral bouquets, boutonnieres and corsages are distributed accordingly. Line-up wedding party, cueing of musicians and cueing of bride & party. Supervision of Reception set up to oversee and coordinate all vendors, completion of décor set-up, centerpieces, ensuring proper placement of escort and place cards, favors and guest book, children's coloring books, etc. Ensure head table, dinner tables; stage area and all designated areas are set-up according to the floor plan. Coordinate with DJ, Live Band or Master of Ceremonies to ensure that the reception flows smoothly and includes all required announcements in a timeline manner, including; announcing the couple's arrival, the first dance, toasts, speeches, cutting the cake, first dance, bouquet toss, etc. Secure all gifts with a responsible guest of your choice. Greet all late-arriving guests. Use of wedding day emergency kit as needed.

## **25% Out of office delivery, set up, take down**

Venue set up. On weekends you will assist in the delivery and set up of floral arrangements, linen, backdrops, decor, and of course, assisting on-site at our events.

## **How To Apply:**

Please forward your resume and a cover letter explaining why you want to be part of the team (by February 7th) to:

Julie McNamara  
Creative Director and Owner  
hello@julieandco.ca