



ADRIENNE & CO. LTD
LUXURY EVENTS



At Adrienne & Co. Luxury Events, our mission is to provide excellent service dedicated to luxury events and customers. Adrienne & Co. also serves not-for-profit organizations with comprehensive fundraising and strategies for efficiently raising funds through events.

A Touch of Bliss has provided brides and grooms with chic concept creation, innovative event design and complete wedding production. From bouquets to Bon Voyage, we have a package to fit every budget and style!

B. Corporate Events provides our corporate clients with comprehensive event design, logistics, and execution. We focus on providing an excellent experience for guests and an efficient planning process for our clients.

WEDDING/EVENT PLANNING INTERNSHIP

We are currently seeking enthusiastic, hardworking, sophisticated, and talented interns that can assist us with putting together fabulous weddings & events for our clients! We want to work with individuals who have a passion for details, design, and planning and who want to pursue a lifelong career in the events industry. This is a great opportunity to get started in the industry or further your education!

Location: Our offices at 4303 Brighton Blvd, Bldg 3, Denver, CO 80216

Length: This is a 10 week position. Internships run April wk1- June wk2, June wk3- August wk2, and August wk3- October wk4

Schedule: You will be required to be in the office two days per week from 10 a.m.- 2 p.m. and attend 3 scheduled weddings/events during the internship timeframe. Additional events will be available and it is up to you if you would like to gain additional experience.

Responsibilities:

- Assist with day of coordination for scheduled weddings/events
- Attend and observe client, vendor, logistics, and design meetings as part of the planning process
- Execute final details and planning pieces for current weddings/events
- Contribute to the company's marketing efforts through social media and blogging
- Attend industry events to meet current and potential partners
- Assist lead planners with projects, planning, timelines, and details
- Research and create event design plans
- Create and follow event budgets and timelines

- Assist with executing styled shoots and other marketing projects
- Company research, special projects, and more!

Required Skills & Abilities:

- Ability to communicate effectively with both clients, peers, and vendors
- Ability to travel within the Denver Metro area
- MS Office, MS Word, MS Excel proficiency required
- Ability to lift 20 or more pounds and stand on your feet for long periods of time
- Positive attitude, resourceful nature and an addiction to learning is a must!

The ideal candidate will be:

- Able to take initiative and to problem solve quickly
- Professionally dressed
- Highly organized and detail oriented
- An excellent multi-tasker
- Creative and able to think quickly on his/her feet
- High energy and resourceful
- An independent worker as well as a team player
- Customer service oriented and friendly
- Driven to excel in the area of event and wedding planning

Pay: This is an unpaid internship. The internship is designed to share knowledge of the industry, wedding/event planning, and the intricacies that go into putting together a spectacular event. This is also an opportunity for you to showcase your talents for hiring consideration when there are open positions within the company. We will work closely with schools to ensure internship credit.

Please send resume and cover letter to atobinterns@gmail.com. In your cover letter, tell us about the best event you've ever been to and what made it special.

MARKETING INTERNSHIP

We are looking for an enthusiastic marketing intern to join our team to create, strategize, and implement different marketing techniques. This internship will encompass all marketing strategies and will NOT solely focus on social media/digital marketing. You will collaborate with all team members of the company to brainstorm and implement new marketing strategies. Successful candidates will be able to generate ideas, develop strategies, and successfully implement those strategies with the company. You will be required to create your own plans and ideas so put your creative hat on!

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Responsibilities:

- Developing and collecting marketing data
- Assist in and develop marketing strategies and initiatives
- Identify new referral sources and pursue them
- Work with team to create & manage social media strategy
- Listen to team ideas and create new strategies
- Attend client, vendor, logistics, and design meetings as part of the planning process to apply to marketing strategy
- Attend vendor showcases to promote the company
- Contribute to the company's marketing efforts through social media and blogging
- Attend networking events to meet current and potential partners & clients
- Assist planners and organization with any marketing related projects
- Create and publish blog posts
- Create marketing strategies and implementation plans
- Assist with executing styled shoots and other marketing projects
- Company research, special projects, and more!

Required Skills & Abilities:

- Ability to communicate effectively with both clients, peers, and vendors
- Solid understanding of different marketing techniques
- Ability to travel within the Denver Metro area
- MS Office, MS Word, MS Excel, social media, and web proficiency required
- Positive attitude, resourceful nature and an addiction to learning is a must!

The ideal candidate will be:

- Able to take initiative and to brainstorm
- Professionally dressed
- Organized and detail oriented
- Creative and an ideas generator
- An independent worker as well as a team player
- Customer service oriented and friendly
- Driven to excel and goal oriented

Pay: This is an unpaid internship. The internship is designed to share knowledge of the event industry

as well as gain hands on, real-world experience in marketing. This is also an opportunity for you to showcase your talents for hiring consideration when there are open positions within the company. We will work closely with schools to ensure internship credit.

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