

CAREER DESCRIPTION – CREATIVE INTERN

Jus Gorjus offers an intense internship to those that are serious about wanting to learn all that goes into planning a fabulous and Jus Gorjus event. Although this is an unpaid internship, you will gain much experience and on top of that be a part of something great!

We are currently looking for a gregarious outgoing multi-tasking intern who can problem solve and think on their feet; an intern who is also responsible, reliable, well organized, team oriented, aggressive, proactive and innovative. This is a "hands-on" and rewarding internship at a small company for the enthusiastic guy or gal pursuing a career in event design and/or planning.

We are excited by the opportunity of training, working with and aiding future event industry professionals to further develop the knowledge, skills and abilities required for a career in the event planning and/or design industry.

- Interns report directly to the company founder.
- Internships are unpaid opportunities and can be either part-time or full-time.
- Internship durations are for a minimum 6 month commitment to a maximum of 12 months.
- Internship opportunities are offered in positions depending on intern's experience, skills, time commitment and availability.
- The intern will be an integral part in gaining fundamental and experiential knowledge of how to organize events and scout new business.
- The intern's training will be partly in-house and partly remote on his/her own computer

INTERNSHIP OBJECTIVE/BENEFITS

Under the supervision of the founder, internship participants will...

- Be given a variety of tasks, both in the office and onsite, which will provide exposure to the full scope of event planning.
- Learn how to produce and promote an event from top to bottom including dealing with vendors, suppliers, permits, marketing, social networking, collateral, bloggers, PR and much more.
- Gain experiential knowledge of the event planning business.
- Gain Fundamental knowledge of the key phases of an event.
- Work on projects requiring creativity and fine-tuned problem solving skills.
- Gain hands on experience designing special events for discerning clients.
- Gain hand-on experience assisting with the production and design of events.
- Learn how to manage deadlines and client expectations for events through communication skills.
- Learn how to prepare client proposals for special event services.
- Learn how to complete thorough market research.
- Accomplish personal and/professional goals establish at the start of the internship.

TRAINING PROGRAM

Daily internship training opportunities include but are not limited to learning about:

- Appointment scheduling, overall event design assistance, planning and implementation, attending client and vendor meetings, budget and timeline development, sales support, project designing, on-site event assistance and/or management, public relations work, etc.
- Sourcing venues, specialty décor, gifts, entertainment or other items
- Researching /sourcing historical traditions/customs, trends, fabrics, etc.
- Setting up and breaking down events and design presentations
- Assisting with the implementation of creative design projects, including websites
- Email and phone communications with event vendors, venues, etc.
- Developing necessary lists of industry publications to submit post event articles for succeeding years event;
- All other task and training opportunities necessary to ensure a successful event.

KNOWLEDGE & SKILLS REQUIRED

- Excellent oral and written communication skills
- Organization and project/time management skills
- Ability to work under pressure, meet deadlines and prioritize multiple projects
- Solid understanding of the internet and social media marketing best practices
- Fearless attitude towards technology and a willingness to learn
- Possesses high work motivation, commitment, follow through and initiative
- Personable, well-spoken, proactive, and creative
- Knowledge of Photoshop preferred, but not required
- Proficient in Microsoft Office (especially Excel), with design experience in Adobe Creative Suite a plus

PERSONAL REQUIREMENTS:

- Must be interested in or pursuing a career in the wedding and/or event planning industry.
- Great communicators: both written and verbal.
- Professional, friendly demeanor.
- Adheres to and exhibits our core values:
 - ✓ *Personable*: Having a pleasing personality, approachable, and easy to communicate with effortlessly.
 - ✓ *Passionate*: Putting more energy, heart, mind body and soul into something as is possible; its enthusiasm, excitement, and ambition materialized into action.
 - ✓ *Drive*: Having the will to achieve; a positive “can do” attitude, and a “roll up my sleeves and get it done” motto.
 - ✓ *Integrity*: Moral wholeness, soundness, uprightness, honesty and sincerity as a basis of trustworthiness.
 - ✓ *Compassion*: Caring about the thoughts and feelings of others.
 - ✓ *Empowered*: To be strong, confident, and in control of your own destiny.
 - ✓ *Innovative*: Original, creative “outside of the box” thinker.
 - ✓ *Excellence*: Outstanding achievement, merit, virtue; continually surpassing standards to achieve/maintain quality.

PROFESSIONAL REQUIREMENTS

- Must be 21 or older
- Minimum GPA of 3.0 [student applicants]
- Valid driver’s license and/or reliable transportation
- Lives in the East Bay area, preferably Alameda or Contra Costa Counties
- Has a laptop with up to date Adobe and Microsoft programs installed
- Able to lift and carry up to 30lbs
- Comfortable on your feet for hours at a time.
- Previous event planning experience a plus
- Flexible Schedule
- Available to work a minimum of two days a week
- Available to work nights and weekends [Interns will be given paid opportunities to work on site at events].
- Must sign confidentiality agreement

THE APPLICATION PROCESS

Phase I Application Process

To apply for an internship with Jus Gorjus, the application process requires completing and submitting the following documents:

1. Internship Application that covers your education, current studies, language skills and experience.
2. Resume or CV
3. Cover Letter
4. Letters of Recommendation. The letters should be submitted on the letterhead of the company and school of the following professionals:
 - a. Letters from two current Professors in your proposed field of study who are in a position to analyze your communication [written] discipline, abilities and academic promise, and
 - b. Letters from one current and one former Employer who are able to discuss your dependability, work ethic, and integrity, as well as your communication, creativity, customer service, and organizational skills.
 - c. A one-page statement concerning the reasons why you should be selected as an intern.

Students who lack professional experience may find it challenging to complete the expertise section. Suggestion: Review your experience in light of your academic career or any activities you've done. Show how these experiences have provided you with skills and competencies to work in a team, to make decisions and to solve problems. These may relate to your actual schooling or a personal situation.

In the questionnaire, articulate your motivation for seeking a Jus Gorjus Internship. Describe how you can contribute while interning with Jus Gorjus. Tell us about your ideas. Include your dates of availability and any additional information that you feel would facilitate the selection process.

Phase II Preliminary Selection

Internship applications will be reviewed. All selected candidates will be contacted and a telephone interview will be scheduled.

Phase III Telephone Interviews

Based upon the success of the telephone interview, candidates will be identified and invited to Phase IV... the in-person interview.

Phase IV Final Selection

Interviews are conducted. Notifications are sent to all applicants selected to continue in the process.

Phase V Hiring Process

The final step in the hiring process is completing the necessary paperwork needed to come on board. The forms you will need to complete include eligibility to work forms and company specific paperwork. All selected candidates for the internship program will be required to complete these documents. Candidates will also be required to provide certified copies of proof of enrollment in a course of studies. Do not send these or other documents until specifically asked to do so.