

Event Planning Intern

Dynamic NYC-based off-premise caterer/event management firm seeks a Sales Intern to support our Sales Team with administrative and operational tasks. We are looking for someone who is responsible, a self starter and who will take initiative to get the job done with little supervision. Must be organized and able to work independently or as part of a team.

Essential job duties include paperwork administration, i.e., event proposals, menus and beverage lists, menu requests, rental equipment orders, liquor licenses, as well as a strong interest in event production/back of house operational tasks, i.e., food presentation and buffet design, maintaining vendor relationships, and coordination of event timing details.

The ideal candidate will be thorough and have the ability to see tasks through to completion as well as affection for details. We are seeking an individual with a demonstrated interest in the hospitality industry, specifically in catering and event planning. A student currently enrolled in an undergraduate program majoring in hospitality is required; past internship in the catering/ event planning industry or banquet department of a hotel is strongly desired. You must excel working in a fast-paced environment while juggling multiple priorities.

This is a paid internship (\$10.00 per hour). We are looking for interns to work year round or by semester including summer and winter breaks if available.

If interested please submit a cover letter outlining your abilities and experiences in the industry and resume to hr@greatperformances.com with "Internship" in the subject line of the email.

No phone calls please.

www.greatperformances.com