

BOWEN & CO

EVENTS

Event Assistant: Job Description

Bowen & Co. is seeking an Event Assistant to join our team of creative, enthusiastic, and strategic event professionals. Founded over 15 years ago, Bowen & Co.'s clients include The James Beard Foundation, producing their annual Awards for culinary excellence, as well as a 20-city Taste America tour popping up tastings and dinners around the country. More projects include food festivals, nonprofit galas for prestigious arts and cultural organizations in Manhattan, media events, and a conference for incredible women explorers and scientists.

Event Assistants provide support on a wide range of projects, from select nonprofit accounts to broader company-wide efforts on larger projects and productions. Great opportunity for an entry-level candidate with a demonstrated interest in all aspects of event production to gain hands-on experience. Email resume and cover letter to: jobs@bowenandco.com. No phone calls please.

Responsibilities

- **Production:** serve as a key member of the production team during the planning process and onsite at all events, with roles and responsibilities varying with each project
- **Meeting preparation:** scheduling and coordination of appropriate materials for client, sponsor, and new business meetings
- **Mailings, box office, and list management:** compile and update mailing lists, and maintain and track RSVPs for events, craft guest communications and deploy, and assist in managing the online box office for events
- **Timelines:** assist in development and tracking of deadlines and deliverables for each project
- **Budget management:** assist in development and management of project budgets, including tracking expenses, routing invoices for approval and payment, and managing communications and contracts with vendors
- **Event collateral development:** assist, as needed, in the drafting and development of collaterals including invitations, programs, advertisements, signage and websites, as well as sponsor sales decks and fact sheets
- **Travel and talent management:** assist in communications and preparing itineraries for guest chefs and talent, including booking flights and hotel reservations, as needed
- **Benefit Fundraising:** Experience or knowledge of benefit fundraising and nonprofit development is a plus. The Event Assistant supports project teams in fundraising solicitation campaigns, tracking RSVPs and donations, creating reports, and confirming guest reservations.
- **Technology:** Bowen & Co.'s clients increasingly utilize various software and platforms in the planning process. Examples include Squad-Up, Monday.com, GiveSmart, Kindful, and more. A willingness, aptitude, and interest in learning and working within new technologies is useful.
- **Office administration:** answering phones, receiving deliveries and ordering supplies
- **Research:** whether pertaining to a particular project or to keep up with industry trends, it is important for each Bowen & Company representative to be well informed
- Be creative, positive and have fun!

Job Requirements

- Strong organizational skills and exceptional attention to detail

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- Ability to be a good brand representative for Bowen & Company and our clients
- Excellent communication skills, verbal and written
- Strong computer skills including MS Office Suite (Word, Outlook, Excel and PowerPoint)
- Ability to handle multiple tasks in a fast-paced environment and meet deadlines
- Availability to work evenings and weekends, as needed (estimated 15-20 days annually with comp time extended), and some travel to events that take place across the country.

Competitive salary based on experience. This is a full-time salaried position with health benefits, PTO, and 401K available. Bowen & Co. currently works in-office three days a week and remotely two days a week. The office is located in Dobbs Ferry, NY in Westchester County.

Bowen & Co. encourages diverse candidates to apply. Bowen & Co. is an equal opportunity employer and does not discriminate on the basis of race, sex, nationality, religion, disability, sexual identity, sexual orientation, veteran's status, or any other protected classification.

For information about **Bowen & Co.**, please visit www.bowenandco.com.