BOWEN&CO

Spring Event Planning Internship available in Westchester County, NY

Great opportunity for a creative, ambitious college student or recent graduate seeking to gain professional experience in all aspects of the event planning industry and college credit, as applicable. Must be personable, detail-oriented, and comfortable working in a fast-paced work environment.

Ideal candidate will be available to start in February-March 2025 and continue through June 2025. Hours are flexible, but we prefer to set a definitive schedule with a minimum commitment of 15-20 hours per week. Bowen & Co. is remote on Mondays and Fridays, and in office Tuesday-Thursday. Interns will need the ability to report to the office in Dobbs Ferry, NY.

Email resume and cover letter to: intern@bowenandco.com with **INTERNSHIP** in the subject line. No phone calls please.

The Intern serves as a key member of the Bowen & Company team. Upon completion of the internship, candidates leave with a foundation of knowledge for producing successful events and ideally have the tools with which to tackle producing an event of their own.

Responsibilities will include but are not limited to the following:

- Assist in all aspects of event coordination including planning, design, marketing, fundraising, and sponsorship
- Perform responsibilities as assigned at Bowen & Company events (some evenings and weekends necessary)
- Meeting preparation: scheduling and coordination of appropriate materials for client and new business meetings
- Research new event spaces, restaurants, and resources related to our industry
- Office reception: answering phones, receiving deliveries, ordering supplies
- Mailings and list management: compiling and updating mailing lists, tracking RSVPs for events, and coordinating large mailings
- Being creative, collaborative, and having fun!

Qualifications

- Good writing and communication skills
- Strong computer skills including Microsoft Word, Excel, and PowerPoint
- Strong organizational skills and exceptional attention to detail
- Internet research
- Ability to handle multiple tasks
- Availability to work occasional evenings and weekends
- Interest in pop culture, food, arts, travel, health and wellness, and nonprofit fundraising

Compensation

- $17.50/hour
- School credit/letter of recommendation

About Our Company

Bowen & Company is an award-winning event management and production firm specializing in marketing-based event programs. With over 15 years of experience producing events, conferences, and fundraisers in the food & wine; media & entertainment, fashion & beauty, and cultural & non-profit arenas; we bring a unique, strategic, and creative approach to each assignment. Spring projects include traveling to Chicago for the James Beard Awards weekend along with working on a number of nonprofit Galas. Dobbs Ferry is a 40-minute commute from NYC, and our office is within walking distance of the Metro North train station. Check out our website for more information: www.bowenandco.com.