



INTERNSHIP PROGRAM

La Boum Events is Alaska's premier event management and event design firm. We are based in Anchorage, Alaska and serve the entire state. We specialize in weddings as well as corporate and private special events. As masters of both the creative right brain and the organized left brain, we have planned events for Hollywood movie producers, a popular country singer and many, many Alaskans. We are regularly featured in a party planning segment for the morning show on KTUU Channel 2 News.

Do you want to be a part of an awesome team while learning about aspects of a small business, event coordination and how event design works? Do you want the chance to make a wedding or special event come to life?

WE LOVE INTERNS.

We want to do as much for them as they do for us. Thus we set out to provide a personalized experience around their unique goals and skills sets, learning through doing, strategic planning and executing best business practices.

We currently offer two kinds of internships – *Unpaid Interns* and *Paid Apprenticeships*.



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Benefits of interning with La Boum Events

- Direct hands on experience
- Mentoring from top industry professionals
- Access to our resource library
- *A great and fun experience!*

WHO IS AN INTERN?

An intern is someone who works in a temporary position that emphasizes on-the-job training rather than mere employment. Interns are usually college or graduate students, and in some cases, they are professionals seeking a career change. Our internship program provides opportunities for students to gain experience in their field, determine if they have an interest in a particular career, create a network of contacts and gain school credit. What you will get out of an internship is a learning experience – one where you will polish existing skills and develop new skills. You will also get an edge on the competition when it comes to securing employment. Our internship programs are highly competitive, so apply early.

UNPAID INTERNSHIPS

The unpaid internship is perfect for the individual who just wants a taste of the industry prior to committing to our longer and more arduous paid apprenticeship program or for someone who is considering a career change. This program gives you the opportunity to work directly with our planners.

Research Intern

Assist with the day to day business operations by researching:

- Content for blog posts, social media posts, and news segments
- Venues, vendors and design ideas
- Assisting with planning events as needed

Strong research skills, access to the internet and a computer is required. A working knowledge of Microsoft Excel, Word and PowerPoint, and Adobe Photo Shop are strongly encouraged. This is a part-time unpaid internship with a one month commitment.

Event Intern

Observe and assist the onsite Wedding Planner or Event Planner with an actual event and may include interaction with vendors, décor assembly and production. Reliable transportation to the event site is required. A flexible schedule and ability to work some evenings and weekends is expected. Interns will assist with anything needed on the day of the event. This position provides first hand insight into the work of coordinating events. For weddings, the intern is required to attend the rehearsal. There is a brief and required training meeting. We estimate that this internship is about a 20 hour commitment.

PAID APPRENTICESHIP

Our paid apprenticeship program provides a breadth of opportunities, from working with a variety of vendors, to learning the variety of details behind different types of events, to working directly with a new client with the guidance of a seasoned professional. There is a strong preference for those who have successfully completed the unpaid internship. This position is suitable for those working on a degree in a technical, artistic or administrative program.

What to expect:

During the apprenticeship you will be working as an event assistant and marketing assistant. You will develop an understanding of the day to day operations of a small business and the event industry to include: planning, marketing, production, and health and safety. The aim of this apprenticeship is to develop motivated and work-ready employees who are multi-skilled and able to work across the industry.

Here are some sample tasks

- Client account management
- Prepare and maintain a budget for an event
- Support the planning of an event
- Produce a strategic marketing plan for publicizing an event
- Produce and distribute publicity material for an event
- Research and assess the appropriateness of different types of venues for different types of events
- Contribute to original ideas for events
- Make personalized contacts with vendors and suppliers
- Coordinate an event, making sure that everything runs smoothly on the day
- Ensure that health and safety and insurance regulations are followed
- Online promotion and communication through social media
- Market research (gathering and analyzing information on customers, competitors and the market)
- A special project of your choice

REQUIREMENTS & BENEFITS

Dress Code:

Professional attire is required whether in a paid or unpaid position. Unless otherwise specified, women should wear skirt suits or a dark daytime dress at an event, or when meeting with vendors or clients. Men should wear a suit and tie. Evening formal wear is not recommended unless it is a black tie or white tie event.

Benefit:

Working with one of our talented planners provides an opportunity for the intern to determine whether he or she is interested in pursuing a career in wedding or event coordination. Internships are also a good training ground for a possible position with La Boum Events. Our studio also holds a small library of training resources available for the professional growth of our interns and employees.

Eligibility:

There are some eligibility considerations for college students and recent graduates who are invited to participate. In some rare circumstances, we may consider waving some of the eligibility requirements for the right participant. La Boum Events is a privately owned company and reserves the right to modify or adapt this program for our changing needs.

- Currently enrolled in or graduated from an undergraduate or graduate program OR a well-established professional seeking to change careers
- Earning a degree in Hospitality, Business Administration or Management, Marketing, Communications, Fundraising or Charity Management, Human Resources, Film/TV Production, Sales, IT/Computer, Design/Fashion, or a related major
- Demonstrated proficiency in Microsoft Word, PowerPoint, and Excel
- Attention to detail and professionalism
- Excellent communication, presentation and writing skills
- Independent, self-starter with an entrepreneurial spirit
- Possess excellent time management, multitasking and organizational skills
- Creative and design/style conscious
- Ability to work remotely, without supervision
- Socially savvy with Facebook, Pinterest and Instagram
- Familiarity with Photoshop and/or Adobe Illustrator is a plus
- Wedding and or event experience is a plus
- 21 or over
- Desire to experience the depth and breadth of the event planning industry
- Life goals that include a career in event planning
- Ability to smile and be pleasant at all times
- Above all ... must love a good party!

Tips for Applying

- Incomplete applications will not be considered
- Make sure your contact information is current, valid and includes a phone number
- Present yourself professionally. Errors in your resume, typos in your cover letter, or an unprofessional email address will lose big points and may even prevent you from being considered. Have someone proofread your application package.

WE ARE CURRENTLY ACCEPTING APPLICATIONS

To be considered for a position in our internship program please submit the following information to info@LaBoumEvents.com

- A cover letter with your name, email address and phone number, a list of weekends between May and September or December that you are available
- The specific internship for which you are applying
- List any requirements your degree requires in order to receive course credit
- A link to your blog or website (suggested)
- A link to your Pinterest page (suggested)
- Attach your resume and a brief essay (300 words or less) explaining why you are perfect for the position

Due to the high volume of applications, please know that it may take time to respond to each inquiry.