

JOB DESCRIPTION
BESPOKE 2022 PROGRAMS SUMMER INTERN

Contact: Careers@BespokeConnects.com

Location: Denver, Colorado

Compensation Range: \$16 – \$18 per hour

Schedule: Flexible; 20 – 32 hours per week, Anticipated Start Date: May 31, 2020

Classification: Non-exempt; Part-time

This is the perfect opportunity for an independent and self-starting individual looking to continue and grow their career in a professional and creative environment. Possessing a strong work ethic with a spirit of hospitality and predictive service are a must. Flexibility and change are a given in our fast-growing company. Focus, discipline, and a knack for adding structure to projects are needed to accomplish detailed tasks with accuracy, while working with great efficiency. Accountability and ownership of both individual tasks and seasonal projects is essential.

Candidates who are willing to go the extra mile and learn more about event and meeting planning with a company that will offer you opportunities to thrive, are desired! You should be extremely self-motivated, committed and a dedicated team player with the flexibility to manage many types of projects working directly with our leadership team.

Oh yeah -- and we also have a lot fun around our office! You should be able to build upon our values and help us craft a work environment using our hearts, minds and humor to ensure our team is setup for success. Plus, you should be able to tell at least one good joke; it comes in handy more than you think in our industry.

Objectives:

- Support best-in-class communications, meetings and event planning services
- Support Bespoke Event Group, LLC (Bespoke) programs at all levels from day-to-day account services to program leadership to general office support
- Represent Bespoke's values to our clients and the industry

Who you are:

- Junior or senior undergraduate status working toward a degree in Hospitality, Events, Marketing, Communications, or other related field; available to work Summer 2022
- Fast learner and someone that takes the initiative
- Strong project management and organizational skills required
- Basic computer skills are required; excellent skills in Microsoft Word, Excel, and Power Point preferred
- A self-starter, highly efficient team player, with the ability to also work independently in a fast-paced, fluid environment
- Process and quality-oriented with sharp attention to detail
- Ability to build partnerships and work collaboratively with others to meet shared objectives
- Must possess a service orientation - actively looking for ways to help others
- Ability to take on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm
- Excellent written and verbal communication skills

Description:

- Support the Programs team in client meetings, meeting prep, client deliverables and planning
- Support Office Manager to create a pleasant and supportive office environment for all Bespoke team members
- Manages all ingoing/ outgoing mail, program deliveries
- Supports planning social gatherings, outings, and office happy hours
- Tracks and manages office supplies and inventory
- Takes notes during meetings as requested
- Ability to prioritize and handle multiple tasks and projects simultaneously for the President, as requested, and Programs team
- Supports the Programs team with onsite event kit management including organization, shipping, and amenity requests and projects as needed
- Supports with client amenities; gifting, and sourcing vendors as needed

Office Environment:

- Casual and fun work environment
- Really good office coffee and espresso
- Flexible work program that allows you to work remotely on Fridays
- Meditation space
- Windows! You won't be lost in a cube-farm here
- And yes, there are snacks...so many snacks! We are in hospitality!