



## Special Events Intern

### Company Overview:

14 Stories is a full service event planning and production company specializing in LGBT weddings. The company was established in 2004 in response to Massachusetts's legalization of same-sex marriage. To date, the company has produced over 200 gay and lesbian weddings and other events, including conference, galas and fundraisers.

### Position Overview:

We are looking for a highly organized, self-motivated, dynamic individual to assist with special event planning and coordination. This is a partially paid internship in which interns are not paid for special projects but are paid for wedding day coordination.

### Responsibilities:

- Create a database of screened vendors and venues
- Assist with wedding planning and floral design
- Assist onsite on wedding day
- Work on special projects as required

### Qualifications:

- Highly organized, detail-oriented individual;
- Excellent oral and written communication skills;
- Excellent computer skills, including Microsoft Word, Excel and Outlook;
- Excellent internet research skills;
- A proven ability to react quickly, calmly and resourcefully when problem solving;
- Excellent phone, interpersonal and presentation skills and comfort with working with nontraditional couples, including same-sex couples;
- A proven ability to be self-directed, work independently, exercise judgment, and manage multiple tasks and priorities;
- Experience in event, party or wedding coordination helpful but not necessary;
- Sales experience helpful but not necessary.

### Terms and Compensation:

This partially paid internship is a maximum of 15 hours per week but and is flexible for the right individual. Please send cover letter and resume to [info@14stories.com](mailto:info@14stories.com). No phone calls, please.

**Please note:** In order to be considered, in your cover letter, we require that you explain your experience with gay and lesbian weddings and events.