



512.695.7744 – www.thesimplifiers.com

Spring 2012 Apprentice Program:

The Simplifiers are hiring two qualified candidates for the Spring 2012 Apprentice program, offering hands-on experience in the event planning industry in the following areas:

- *event planning & logistics
- *budgeting & contract negotiations
- *decor & floral design
- *vendor and client relations
- *sales & marketing

...and also allows you to shadow alongside our Event Planners throughout the spring semester. This is a 90-day unpaid position that begins (tentatively) Monday, January 16, 2012.

---> NEW TO THE SPRING 2012 SEMESTER!

We are also hiring a third candidate: MARKETING SPECIALIST APPRENTICE (unpaid)

This new position is perfect for those wanting real world experience, focusing 100% on sales & marketing in the special events, weddings and hospitality industries. Working side by side with our Event Planners, this Apprentice will attend sales meetings with prospective clients, do research projects for lead generation, assist with creating proposals, help with creating a marketing strategic plan for the company, assist with our promotional event planning, writing press releases and more.

*ideal for PR, Advertising and Marketing students or those with a specific interest in sales & marketing looking to build their portfolio...

*Please note in your application if you are also applying for the MARKETING SPECIALIST APPRENTICE position as well as the two general event planning apprentice positions.

Responsibilities:

- Position is based in Austin, Texas.
- 12-15 hrs/ week including weekly meetings at our central east Austin offices, work in the office at least one day per week for a 6-8 hour shift (sometime between M-F 9a-6p), daily email checking & response M-F.
- Responsible for 2-3 individual projects which you will own & are expected to complete before the 90-days period is up.
- Responsible for planning 1 "junior" event with a client you acquire under the guidance of The Simplifiers
- Opportunity to shadow at least one on-site client event
- Opportunity to work our on-site events as a paid sub-contractor as a "Simplifier-in-Training" after shadowing at least 4 events.
- Potential to work front desk administrative support for The Simplifiers and Soma Vida.

Requirements:

- Have internet access at your residence & valid email address
- Must be proficient in Word, Excel, & Powerpoint. Bonus points for those with Wordpress Thesis, Access, CAD space layout programs, Photoshop &/or Illustrator experience
- Extra bonus points for those who have taken the ACC Event Planning Coursework, are members or ISES, NEAWP, MPI and/or SEPA, Texas Belles and/or have proven experience in proposal writing
- Whiz at social media platforms? So are we...let us know your experience with Twitter, Pinterest, Facebook, LinkedIn and/or blogging.
- Enrolled in and/or recently graduated from an accredited higher education institute & be in good academic standing with an overall GPA of 2.5+
- Have great customer service & organizational skills
- Show initiative & ability to work independently
- Must have reliable transportation (in order to attend events & client meetings.)
- Dress appropriately, professionally
- Be comfortable with e-mail, phone and in-person communication
- Ability to work with little supervision and in a fast-pace environment

Application & Resume Submission Instructions:

To apply, please send cover letter, resume and any portfolio samples of event work to info@thesimplifiers.com with the subject line Spring 2012 Apprentice Program, starting December 5th, 2011. Applications will not be accepted before this date...No phone calls please.

Perfect for those wanting to break into the event planning industry in Austin, TX. The Simplifiers, founded in 2003, specialize in full service event planning for both individuals and corporate clients, weddings, social events (holiday parties, dinner parties, birthdays & celebrations), fundraisers/galas, celebrity events, themed events and more. We are members of ISES Austin.

Let us help you simplify.
Thanks and good luck!

<http://www.thesimplifiers.com>