

Thursday, December 9, 2010

EVENT PLANNING INTERN

Please submit resumes addressed to Dick Caples, Executive Director, at Lubovitch@aol.com, with the title "Event Planning Intern" in the subject line. Include your desired position, current resume and a writing sample for review. ▶ [Share](#) | [Print](#) | [Download](#)

This internship will give the successful candidate extensive experience in planning and managing fundraising events. The work will focus on planning small cocktail party events as well as a patron's trip to Jacob's Pillow and our large, annual benefit gala. The successful candidate will be involved in soliciting gala donations; in coordinating food, decoration and entertainment; and in promoting ticket sales for the gala. The ideal candidate will have excellent communications skills (both verbal and written), excellent computer skills and will be organized, motivated and creative. <!--EndFragment-->

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