

Interns Needed – unpaid Internship

Internship Type: Event Planning
Company: Chateau Safflyn, LLC
Industry: Event Planning & Management
Focus: Event Management / Coordination / Day of Event Production
Description: Chateau Safflyn is a high end banquet and performance facility in Mohawk, NY. Sitting atop the ridgeline that overlooks the Mohawk Valley, the majestic 8,300 sq. ft Mansion is the ideal location for luxury Weddings, Receptions, Private Gatherings and Intimate performances.
Location: 350 Galina Lane
Mohawk, NY 13407

Contact Information:

Name: Jason Safford
Fax: (718) 723-3854
Email: job@safflyn.com

Description of Work:

Phone – Answering phones and talking with vendors
Packaging – Working on Flyers, Mailers, Brochures
Working with Planners and Staff on day of event planning and execution
General office and clerical work, filing, faxing, collating

Required Background:

Must have proficiency in Excel, Word and Access and understand general management principles.

Fax or Email resume to above contact.