

Belle Vie Events is a full service wedding planner based out of New Braunfels, although we work in San Antonio, Austin, and the surrounding areas as well. Our mission is to work with each couple to bring their unique vision to life, and provide a stress-free experience on their wedding day.

We are currently looking for an intern to join our team. The goal of this internship is to gain a better understanding of the wedding planning process, network with other vendors, and learn how to effectively manage an event.

Duties:

* Assisting with event design and logistics
* Communicating with clients and vendors
* Attending client and vendor meetings as needed
* Researching vendors to match clients’ vision and budget
* Assisting with management of social media accounts and blog posts
* Wedding day setup and management

Qualifications:

* Junior or senior standing
* Effective written and verbal communication
* In-depth knowledge of Facebook and Instagram
* Knowledge of Microsoft Office
* Willing to suggest ideas for décor or vendors
* Interest in working in the wedding/event industry

Hours will vary and some weekends will be required. We can be flexible and work with your class schedule.

This position is unpaid, but you may have the opportunity to earn course credit, as well as gaining hands-on experience in the wedding industry.

To apply for this position, please email your resume and cover letter to Emily at [hello@bellevieeventstx.com](mailto:hello@bellevieeventstx.com).