EVENTS COORDINATOR

We're looking for an Events Coordinator! This is a virtual position, but if you're based in the USA, we'd love to work with you in person.

OVERVIEW

The Blogcademy is growing, and we're looking for someone to help ensure our events are fun, beautiful, and run seamlessly.

YOU WILL BE RESPONSIBLE FOR...

• Researching and securing a great venue
• Managing and liaising with sponsors and vendors
• Coming up with a vision for how the event should look and feel
• Sourcing any decor items
• Coordinating with florists, caterers, etc.

IN A PERFECT WORLD, YOU...

• Are familiar with The Blogcademy and what we do
• Have drop-dead style
• Hold yourself to exceptionally high standards
• Are a quick and efficient communicator
• Have events experience (not essential, but preferred)

Right now, we're looking for someone to help us plan one event. Let's see how it pans out from there! Pay is commensurate with experience.

To apply, email **headmistresses@theblogcademy.com** with an introduction and your resume. We are less interested in what you have done than what you envision doing for us. Dazzle us with your creative vision!

Gala & Kat Shana

PAST EVENT VISUALS