

Title

Wedding Planner

Position Type

Part-time

Compensation - Salary

As Needed (Events are held Thursday - Sunday)

Hours: 8:30am to closure (typically 12am)

Experience:

- Wedding Planning, 2 years (Preferred)
- Certified Wedding Planner (Preferred)

Job Summary

As a Wedding Planner you'll be responsible for designing and handling all logistics of the wedding day beginning 45 days out from their event date. The Planner assists with choosing on-site decor, linens, venue layout, timeline creation, coordinating with booked vendors, and directing staff to execute the couple's vision.

- Ability to work flexible hours including evenings and weekends to conduct weddings and planning meetings
- Required to be present for all weddings/events as assigned
- Schedule and execute two in-person design and planning sessions
- Ensure client's desired wedding vision and expectations are met
- Develop and implement a comprehensive plan including decor, linen, and layout selections
- Successfully develop and manage timelines with clients and implement them from beginning to end
- Efficiently communicate with clients and vendors through phone and email
- Assist with event setup/teardown for each event
- Manage event logistics, including catering arrangements, entertainment equipment, florals, photography, videography, beauty, and outside rentals
- Send a detailed itinerary to vendors throughout the planning process
- Professionally manage events as day-of-coordinator
- Ability to troubleshoot unforeseen obstacles to keep things moving along in a professional and timely manner

Required Qualifications

- High school diploma or GED equivalent
- Prior experience in events, wedding planning, and coordination required
- Ability to remain calm and think clearly in a variety of stressful situations
- Meticulously organized
- Capable of multitasking
- Ability to stand/walk for extended periods of time
- Must be able to work weekends and late nights
- Ability to demonstrate productive leadership and positive supervisory skills