

Event Assistant Job Description

1/9/2024

Title

Event Assistant

Position Type

Part-time as needed

Hours: may vary depending on ceremony time

Morning shift (9am to 5pm)

Evening shift (5pm to close)

Salary

\$15-\$17 per hour

Job Summary

To provide excellent customer service to couples on their wedding day. Will assist the Wedding Planner with duties such as event set up, break down, event design, and will help in the execution of a successful wedding.

- Assist Wedding Planner where needed
- Help execute the couple's wedding day timeline
- Event design, including setting up event signage, decor, guestbook, pictures, lighting candles, favors, ect.
- Setup, including arranging the tables and chairs, placing linens, centerpieces, table numbers, and glass decor
- Complete bussing and removal of all dinner plates, flatware, and glassware
- Assist with decor removal and end of the night including decor organization
- Help coordinate with other wedding vendors such as the caterers, musicians, DJ's, beauty stylists, florists, and photographers
- Assist the Wedding Planner with packing the client's decor, gifts, and food at the end of the night
- Assist the Wedding Planner with the complete closure of the venue
- Other duties as needed.
 - a) Set up ceremony and reception space, 9:00 am arrival
 - b) Leaf blow porch, look for outdoor trash
 - c) Unlock all doors at 10am
 - d) Turn on all lights; chandeliers, bridal suite table lamps, groom suite TV's, string lights, and adjust thermostats
 - e) Monitor bathrooms with restocking or trash removal

- f) Assist the Wedding Planner with cutting the cake if needed
- g) Gather brides belongings to prepare for closure