



Job Description

ASSISTANT EVENT COORDINATOR

As the Assistant Event Coordinator you will be responsible for helping the Event Management Team in the coordination and execution of events.

General Requirements:

- Must possess excellent interpersonal skills in dealing with clients, guests, employees and management team
- A warm level of hospitality and excellent customer service skills are essential
- Project management and organizational skills and detail oriented a must!
- Flexibility in scheduling (late evenings and weekends required)
- Must be able to think quickly on your feet, work under stressful circumstances and stay calm in a crisis
- Ability to lead and work as part of a team
- Can manage multiple projects effectively
- Prioritizes and organizes tasks to meet multiple deadlines
- Proficient in Microsoft Office and Google applications (HubSpot experience a plus)

Duties and Responsibilities:

- Assists Event Management Team with general administrative tasks
- Helps the Event Coordinator in liaising with clients to determine needs; keeps clients up-to-date with progress of their event
- Assists with the preparation of estimates, contracts and event itineraries
- Takes on own events and/or festivals with the oversight of Event Coordinator to gain experience
- Observes and participates in all consultations, site sketches, and tastings
- Responsible for pre-event preparation, packing and check in
- May step in as lead Event Coordinator for offsite events when Event Coordinator can not be present
- Assists with interviewing/training Event Staff and responsible for staffing all full service events
- Participates in networking activities to drive sales; including but not limited to attending bridal shows, visiting new rental companies and finding new vendor partners
- Actively seeks out new sales opportunities; responsible for following up on all leads
- Other projects as assigned by management

Other:

- Planned office work dates are Monday-Friday. Weekends and evenings are required as needed to fulfill client needs/event needs.
- Hours: 30-40 hours per week during busy season (June - December)
- Part time position during slow period (January - May) with possibility of more hours during slow season dependent on projects/events.