



Part Time Ceremony Coordinator

Job: Sunol's Casa Bella is seeking to find a part-time Ceremony Coordinator with strong interpersonal and oral communications skills, as well as a strong interest in the wedding and event industry. Experience in events and hospitality are ideal but not required.

Hourly Rate: Starting pay is \$22 an hour, potential for more based on experience. Our part time associates average between 15 - 25 hours weekly. Availability to work on Fridays, Saturdays and Sundays is a must.

Responsibilities include:

- Emailing couples 2-4 weeks prior to their wedding to introduce yourself, explain your role and discuss ceremony details. Additional details have been gathered by Casa Bella's Event Manager and will be given to you previous to your call.
- Attending a 1 - 2 hour meeting 10 days prior to the event with the couple and Event Manager. *If unable to attend meeting you will be responsible for setting up a time to talk over the phone with the couple to go over questions and discuss ceremony details.
- Taking detailed notes regarding the couples lineup, bridal party and plan for their ceremony and relaying these notes to the Event Manager when necessary.
- Facilitating the rehearsal at the agreed upon time based on the couple, our facility and your availability. Couples are on property for one hour (you are there for 1.5 hours).
- Direct drop offs of items being brought in by client during rehearsal, relay information to Event Manager when necessary.
- Arrive 30 minutes prior to couple the day of the wedding to make sure the bridal suite is prepared.
- Greet and attend to couple, bridal party and immediate family throughout the event.
- Ensure ceremony chairs are set up in proper formation and are clean.
- Ensure gift table is set up properly with couple's décor/requests: card box, guest book, pens, photos, programs etc.
- Make sure florist is finished with ceremony decor at least 15 minutes before ceremony.
- Check in with bride and groom while getting ready, manage timeline if couple needs more time before ceremony starts.
- Coordinate ceremony.
- Greet wedding party with appetizers and beverages immediately following ceremony.
- Thank/say goodbye to the couple prior to leaving event.

Candidate we are looking for:

- Excellent interpersonal and oral communication skills
- Ability to problem solve quickly
- Knowledge about weddings & a love for the industry
- Strong planning and organizational skills
- Attention to detail
- Proper grammar and written communication skills
- Ability to stand for up to 6 hours at a time, climb stairs & lift 20lbs
- Professional business attire required

Additional job duties may include:

- Office administration work
- Corporate event coordination
- Venue tours

Candidate Requirements include:

- Must be 18 years of age
- This is an part-time role with promotional opportunities
- No Degree Requirement - Preference Given to students/graduates who've pursued Communications and/or Hospitality Degrees
- Must be open to background check
- Friday, Saturday & Sunday availability

TO APPLY:

Email resume & short introduction sharing why you are interested in working with us at Sunol's Casa Bella to INFO@SUNOLSCASABELLA.COM