



Position: Day of Coordinator

Position Type: Part Time

Job Description: We are looking for a successful and enthusiastic Day of Event Coordinator to produce events from conception through to completion. Event coordinator responsibilities include providing outstanding customer service and organizing memorable events that meet quality expectations. Under the direction of the Banquet Manager and working with the Event Coordinator, the Day of Coordinator will assist in all aspects of day of event coordination.

General responsibilities may include: Keeping the guests and host satisfied and strives to meet their needs. Check in with all vendors at the event to ensure they are prepared and cued. The primary focus of this position will be weddings, however it will also include corporate and other event day of coordination. The Day of Coordinator is the primary individual for customer relations on the day of an event.

Qualifications: Applicants should possess impeccable integrity, outstanding interpersonal skills, excellent written and oral communication skills. Looking for a take charge, personable individual, with ability to manage administration and logistics in support of a growing organization

Other necessary qualities are:

- Be passionate about making a difference in your community.
- Passion for Wedding and Events.
- Ability to manage multiple projects and work assignments from a variety of staff
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Ability to accomplish projects with little supervision.
- Fantastic customer service ethic and high expectations for quality.
- Well organized, dedicated, confident, energetic, and creative
- Flexible to the constant variations in our business
- Dress is clean and professional
- Available Evenings and Weekends

Schedule & Compensation: The Day of Coordinators are part-time. Please note evenings and weekends are required. Hourly rate is \$12.00 plus a portion of service fee approx \$20-100 per event worked. Start date is May 1, 2019 to begin training.

How to Apply:

1. Fill out employment application located at: <https://commellini.com/employment/>
2. Email resume and cover letter to lauri@commelliniestate.com