



Wedding Planner Associate

Job Description

The assistant event & wedding planner will work directly on site with Abby Fritz the owner at various locations around the state of Connecticut as well as virtually. The intern will assist with set-up, decor, timeline procedures, clean-up and learning the behind the scenes of a wedding or event.

This is a part time position with a stipend or college credit.

Responsibilities

- Greet guests prior to the start of each function, maintain a presence at weddings and events in order to provide a prompt response to any guests' needs or requests that may arise
- Attend weddings
- Inspect event room(s) prior to the start of each function ensure room set-up, signage, menu, etc., conforms to function sheet(s)
- Assist in regular set-up, break-down, and clean-up before and after each event. Account for all equipment and supplies
- Return or arrange for the return of any materials provided by the client or rental companies
- Provide quality customer service and maintain positive relationships with clients, staff and guests
- Creation of proposals and invoices via Rock, Paper, Coin
- Responding to leads and creating lead generation
- Nights, weekends and holidays are required, as event schedule dictates

* Duties and responsibilities are subject to change



Qualifications

- Must be a current high school student, rising senior or a graduate of the class of 2023 or a enrolled in a Bachelor's/Associate's program at an accredited college or university
- Extremely organized with strong attention to detail
- Punctual and dependable
- Energetic, highly personable and positive attitude
- Ability to remain calm and think clearly throughout periods of immense stress
- Ability to work with, relate to and please a wide variety of personalities
- Must be able to interact with all ages, genders and nationalities
- Excellent interpersonal and communication skills, both verbal and written
- Proficient in Google Suites
- Knowledge and daily use of e-mail required; all applicants must own a working smart cell phone
- Must have reliable transportation
- Must be available to work Friday, Saturday and Sunday, with flexible availability during the week

Physical Demands:

- Must be able to work in a standing and walking position for up to 12 hours per day.
- Must be able to reach, bend, stoop, climb, and frequently lift up to 30-60 pounds, unassisted.
- Must be able to work in all weather conditions