



Wedding and Events Coordinator: Part-Time, hourly with commission structure.

AVERAGE OF 20-30 HOURS/WEEK. OPEN AVAILABILITY = DAYS, EVENINGS, WEEKENDS, 7 DAYS/WEEK.

Experienced, take charge professional with ability to sell, schedule and oversee all external wedding activities for SCMC under the direction of the Event and Facility Director. The Wedding and Events Coordinator will contribute to generating leads and sales for weddings and related private events.

RESPONSIBILITIES:

- Promote, sell, and schedule wedding ceremonies, receptions, rehearsal dinners, showers and any other related private events.
- Oversee all wedding related correspondence and respond to all phone & email inquiries within a timely manner, assisting clients and guests with questions.
- Source new contacts, leads and sales through referrals, social media and WeddingPro. Conduct consistent follow-ups to prospective wedding clients to increase business.
- Develop effective business relationships with staff, vendors, and associations.
- Coordinate meetings, site visits and tours with potential rental clients.
- Document, diagram and organize event details.
- Communicate detailed event information with relevant staff and vendors to ensure successful event execution. Act as liaison between client and event vendors pre, post and during event.
- Execute and monitor event details and logistics as planned and be prepared with proactive problem-solving.
- Act as MOD during scheduled events.
- Execute and/or oversee event set-up and tear down.
- Uphold SCMC venue policies and procedures during events.
- Assist with general cleanliness and organization of equipment and facilities.

SKILLS:

- Fantastic customer service ethic and high expectations for quality.
- Ability to build rapport with clients; learn and adapt quickly to a changing environment, including different client personalities and needs.
- Exceptional problem solving skills, the ability to use logic and reasoning to work through complications and solutions that may arise during an event while remaining calm during the pressure of an event in progress.
- Driven, high-energy, self-starter.
- Excellent communication, sales, and negotiation skills.
- Strong customer service skills; actively listens; clearly and effectively conveys information.
- Strong time management skills, as well as the ability to multitask and prioritize work in a fast-paced, high-volume environment.

PHYSICAL DEMANDS:

- Ability to work weekend and evening hours
- Ability to perform physical tasks such as setting up, tearing down and moving chairs, tables, music stands, furniture and boxes of marketing materials on a daily basis: Move, lift, carry, push, pull, and place objects weighing less than or equal to 35 pounds without assistance.

- Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Stand or sit for an extended period of time.
- Must have reliable transportation.
- Ability to accomplish projects with little supervision.

ORGANIZATIONAL EXPECTATIONS:

- Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of employees, volunteers, members, and guests.
- A flexible and collaborative culture is important as we are a small staff. Other duties may be assigned within the department as well as across the organization.

QUALIFICATIONS:

- 2+ years' experience in the hospitality industry including customer service, sales, and event planning and execution
- Food and beverage experience preferred
- High School Diploma required
- Strong computer and communication experience required including, but not limited to: Microsoft Office, Excel, Word, Outlook, Cvent, online event networking and all social media platforms.

To apply please contact Event and Facility Director, Carla Messing at Carla@scmc-online.org.

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