

Job Description

Wedding Assistant

Reports To: The wedding assistant will report to the owner or on-site wedding coordinator.

Job Overview: This is a part-time, seasonal position to assist the wedding coordinators on-site at weddings and related events. Most hours will be on weekends, with occasional administrative tasks or projects possible during the week. A good wedding assistant will be able to think on their feet, anticipate needs, jump into action without having to be asked, and carry out tasks in an organized and professional manner.

Responsibilities and Duties:

- Assist the wedding coordinator for approximately five to ten hours on wedding days.
- Set up and/or tear down wedding items and decorations.
- Direct guests and vendors during events and answer their questions.
- Take pictures of events during set-up.
- Review wedding notes and materials to be informed of wedding details and logistics.
- Follow a wedding day checklist of tasks during set up, ceremony, and reception.
- Attend and observe wedding rehearsals (approximately one hour).

Qualifications:

- Education: There are no specific education requirements, although a degree that relates to the event industry is helpful. A combination of education, experience, and skills will be used to assess candidates.
- Experience: No prior experience is required, although previous volunteer or work experience at events is helpful.
- Skills and Characteristics: The ideal candidate is responsible, dependable, friendly, personable, detail-oriented, a good problem-solver, calm under pressure, dedicated, and interested in gaining knowledge and experience in the events industry.

Compensation: \$15/hr.

About the Company: Up North Events specializes in small-scale wedding management packages, designed to help couples enjoy their wedding day with the peace of mind that someone else is behind-the-scenes pulling together all the details they have planned. Please explore the company website at www.upnorthevents.biz to learn more.

COVID-19 Concerns: It is important for both the employee and the employer to feel comfortable and safe on the job. Interactions may be limited in certain ways to follow laws, guidelines, and health department recommendations. This may include mask wearing, social distancing, virtual meetings, and/or interacting in an outdoor environment. There is also potential for the event schedule to change due to postponements and cancellations, thus changing the hours of the position.

How to Apply: Please e-mail your resume to jenna@upnorthevents.biz