



**JOB TITLE:** Wedding Planner Internship

**REPORTS TO:** Eric & Whitney Shneyder & Event Managers

**JOB SUMMARY**

A Rustic Manor 1848 Wedding Planner Intern will gain firsthand knowledge of the wedding industry that will help the intern understand every part of a wedding. This internship will give unparalleled exposure of the overall wedding experience. Interns will work on real weddings with real couples and engage with real industry professionals that will help shape a professional career in the wedding industry. Interns must work in accordance with the company mission statement to achieve guest satisfaction within established quality standards. A great deal of organization, strong independent work ethics, an engaging and professional personality, along with a flexible work schedule is needed to succeed in this position.

**SUMMARY OF ESSENTIAL JOB FUNCTIONS**

To perform this job successfully, the individual must be able to perform each essential duty and responsibility in a safe and satisfactory manner. This person must be a team player as they are responsible for working closely with couples to ensure wedding goals are met, ensuring day-of deadlines are met, solve complaints and service issues, be proactive to prevent potential problems, and to act as the wedding expert and liaison between venue and outside vendors. Responsible for interviewing and hiring vendors, selecting and ordering décor and/or event materials, reviewing contracts and negotiating rates for clients, coordinating the sequence of events, guide clients through the planning process and handle the logistics of coordination on wedding/event day. Planner must be able to attend and/or coordinate a rehearsal. Perform all other related duties as assigned.

**MINIMUM REQUIREMENTS**

Sophomore – Senior college student enrolled in Event Planning and/or Hospitality Management programs. Or, working adults looking for a career change. Must be willing to obtain Responsible Beverage Certification. Minimum of 1 year experience in wedding/hospitality/customer service industry required. Must be 18 years or older. Must have valid driver's license and laptop to use for learning experience. Internship begins September 1<sup>st</sup>.

**ABILITIES REQUIRED**

Strong verbal and written communication skills required. Must be a self-starter with ability to multi-task while under deadline pressure. Strong attention to detail and highly organized is a must. Planner must be highly creative in order to provide décor, set-up, and planning advice to make each event unique to the client. Ability to communicate with vendors, clients, and guests in a friendly and professional manor by conveying information effectively. Must be able to delegate tasks and communicate wishes in a professional and effective way in order to meet deadlines. Planner will work to maintain an operating environment that assures consistent guest satisfaction. Planner must be exceedingly professional with a warm yet assertive presence to effectively execute event details as expected by the client. Must be knowledgeable about a variety of religious and cultural customs. Ability to utilize basic math and computer skills. Understand government health, hotel, or food service regulations. Recognize customer intoxication. Experience with Microsoft Word and Excel along with the ability to navigate an event planning software required. Ability to lift minimum of 50lbs. Ability to work on feet for duration of 8-14 hours. Must be a team player who is willing to assist with any task in order to "get the job done".

**ENVIORNMENTAL CONDITIONS**

**Inside:** Protection from weather conditions but not necessarily from temperature changes.

**Outside:** As events encompass activities both inside and out, essential functions of this job include working outdoors. In inclement weather events are typically moved inside or under outdoor tents facilitated by the client(s). Must be able to adapt to climate changes and work in all weather conditions and seasons.

**PAY & HOURS EXPECTED**

Commission pay of 10% per wedding assisted. No hourly pay is provided. Pre-planning with clients and learning experience with offer staff and management is part of the internship experience. Commission is not received until full completion of the event. This position requires very flexible weekday hours, many nights and weekends. At the conclusion of the internship Rustic Manor 1848 may extend a job opportunity to interns based on job performance. Employment is not guaranteed.

*Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*