



CELEBRATIONS

ON THE RIVER

Assistant Event Coordinator

Celebrations on the River

Celebrations on the River is looking for an outstanding Assistant Event Coordinator.

Are you enthusiastic and outgoing? Do you enjoy weddings, organizing events and decorating? Are you a people person and enjoy working with large groups and parties? Are you detail oriented and able to work at a fast pace level? If this sounds like you, you may be who we are looking for.

Assistant Event Coordinator Duties:

- Assist Director of Events in planning, setup and hosting weddings and special events
- Help with vendor management, coordination and agreements
- Assist with food and beverage service
- Create and maintain a positive relationship with all departments
- Assist with rehearsals for weddings, making sure everyone knows where to be the next day and go through a detailed schedule with everyone
- Run necessary errands, research and office chores
- Assist with marketing, sales and promotions
- Assist with clean up, setup and decorating for the next event

Skills/Qualifications:

- NIGHTS and WEEKENDS are a MUST!!!! Every Friday and Saturday 1pm - 1am.
- Must be a hard worker and work well under pressure
- Must be extremely well organized with attention to detail
- Computer software skills such as Microsoft Word, Excel, Outlook and Publisher are required
- Outstanding customer service and social skills is a must
- Social media skills on Facebook, Instagram and TikTok
- Experience with banquets, weddings and special events is highly preferred, however we will train the right person. Experience in the service and/or hospitality industry is also desired.

Compensation:

- Full-Time or Part-Time
- \$14-\$17+/hour + tips

About Us:

www.celebrationslacrosse.com

Celebrations on the River is an equal opportunity employer