

CJ'S OFF THE SQUARE

est | Garden Wedding & Event Venue | 2005

Position Title: Event Assistant

Type of Position: Part Time (10 – 25 hours per week depending on event schedule)

Reports to: Production Manager

Compensation: \$12 per hour

Candidates must be available to work Friday, Saturday and Sunday.
No exceptions.

Position Overview

The position of Event Assistant exists to assist the owner and event planners with weddings and events at CJ's Off the Square. As an event assistant, you will work directly with the planning team on event set up, management and clean up. You may also be invited to help in other aspects of the business including sales & marketing and facility maintenance.

Duties include by are not limited to:

- Assist with event set up and/or break down
- Welcome guests to events as a host/hostess
- Run errands for planning team as needed
- Tidy showroom, storage and kitchen areas
- Shadow a principal planner in a meeting
- Research wedding trends on popular blogs
- Assist in marketing research projects as necessary

Ideal candidates for this position are friendly and professional. They are not afraid of rolling up their sleeves to get the job done right. They understand the value of excellent customer service and are willing to go the extra mile to satisfy a client. They are creative thinkers and practical managers. They understand that the success of the business is directly linked to their success in this position. This position is part time, however some days may require long hours. **Candidates must be available to work Friday, Saturday and Sunday** and occasionally during the week depending on our schedule of events. You are permitted one scheduled absence and one unscheduled absence for term (spring/summer or summer/fall).

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Experience Required

This is an entry level position for candidates seeking to learn more about the weddings & events industry. Some experience with event planning, retail sales or hospitality is ideal. Marketing, customer service and creative writing experience is a plus.

Job Requirements

- Candidates should be enthusiastic about weddings and events and have a passion for service and hospitality.
- Candidates must have a cell phone and access to the internet for on-going text and email communication with the team.
- Must have a valid driver's license and dependable form of transportation (occasional errands or site visits required)
- Professional appearance and demeanor required.
- Some days may require long hours. While most shifts are scheduled in 6- 8 hour blocks, occasionally more time is necessary depending on the event.
- **Physical Demands:** This job requires some physical demands. Examples: standing, walking, lifting/moving objects up to 25 pounds, vision req., noise level, etc. particularly when on-site at an event. You must be able to climb a 10' ladder to assist with set up of events. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, please visit www.cjsoffthesquare.com/careers to fill out an application. All applicants will be contacted directly if they meet the criteria for the position.