



Position: Private & Public Event Assistant -Seasonal

Reports To: Events Manager and Marketing Director

Job Responsibilities:

- ❖ Assist wedding or event clientele and wedding/event service vendors in setup for ceremonies and/or receptions and events, including distribution of flowers, assistance/direction on music equipment setup, catering setup, bakery or floral setup, and any electrical requirements of musicians, DJ's or live bands.
- ❖ Schedule the necessary volunteer tram drivers and wedding concierge needed for each private event. This includes volunteer coverage for photo shoots.
- ❖ Working with SG staff and volunteers, including all managers, tram drivers, guest service assistants, volunteers or photo shoot escorts.
- ❖ Oversee rehearsals, ceremonies, receptions, and private parties at Sonnenberg with event staff and volunteers.
- ❖ Oversee security of wedding guests and catering/wait staff or other vendors servicing the wedding/event.
- ❖ Drive wedding guests to their vehicles by tram during and after event.
- ❖ Assist as needed to close, shut-down, secure and lock up reception venue after all wedding guests and service vendors are gone, following Sonnenberg closing procedures and directives of the Events Manager or other staff managers.
- ❖ Maintain bridal wing of mansion in a clean, orderly fashion.
- ❖ Setup and teardown of weddings (ceremony & receptions). This will include cleaning the tent area
- ❖ Provide additional support in whatever area is needed at the discretion of the Events Manager.

This position will be 25-30 hours/week. Must be available to work Thursday – Sunday (schedule varies week by week). Every other week you must be available to work the wedding events including the rehearsal, ceremonies and receptions. These times will span from 1pm-midnight. On the other weeks, you will be working morning/day shifts to help with the cleaning and setup/teardown of the weddings.

Requirements:

- ❖ Detail oriented and excellent organization/coordination abilities
- ❖ Able to lift and carry at least 25 lbs.
- ❖ Able to work on your feet for lengthy periods of time, sometimes in poor weather conditions
- ❖ Come to work prepared in practical, yet professional attire suited to serving wedding clientele
- ❖ Maintain a positive, professional demeanor and speech with wedding clients, guests and vendors

Please send any questions and resume to events@sonnenberg.org

Seasonal dates of position: May 25, 2023 – October 22, 2023
Wages are \$15.50/hour and up to 30 hours/week