

Responsibilities

- **Event planning, design and production within time limits**
- **Working with clients to identify their needs and ensure customer satisfaction**
- **Organizing facility and make appropriate referrals from our preferred vendor list for wedding planners or events coordinators**
Referrals will also include companies for as decor, table, chair, linen and tent rentals catering, entertainment, transportation, equipment, promotional material etc.
- **Work in tandem with Rosedale event chairs and provide leadership to execute in house events**

Job brief

We are looking for a successful and enthusiastic event planner to produce internal fundraising events from conception through to completion while partnering with committee chairs as available. Event coordinator responsibilities include providing outstanding customer service to facility renters and organizing memorable events that meet quality expectations. The rental aspect will also including on and off site sales of rental spaces.

Responsibilities

Meet with potential renters to sell rehearsals, weddings, private and/or corporate events

- Answer and track results of all inquiries from potential rental inquiries
- Schedule appointments with potential renters to tour the venue and answer any questions
- Cover all rental/event responsibilities; appointments, bookings and rentals
- Be on site for staff coverage during any rehearsals, showers, parties, weddings, receptions
- **Event planning, design and production while managing all project delivery elements within time limits**
- **Liaise with clients to identify their needs and to ensure customer satisfaction**
- **Conduct market research, gather information and negotiate contracts prior to closing any deals**
- **Provide feedback and periodic reports to Executive Director**
- **Propose ideas to improve provided services and event quality**
- **Organize facilities and manage all internal event's details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc**
- **Ensure compliance with insurance, legal, health and safety obligations**
- **Specify staff requirements and coordinate their activities**
- **Cooperate with marketing and PR to promote and publicize event**
- **Proactively handle any arising issues and troubleshoot any emerging problems on the event day**
- **Conduct pre- and post – event evaluations and report on outcomes**

- **Research market, identify event opportunities and generate interest**
- **Oversee event to make sure property is cared for, respected and rules followed**
- **Coordinate events as assigned such as but not limited to:**
 - Feast of the Hunter's Moon**
 - Oyster Roast**

. Requirements

- **Proven experience as an events planner or organizer**
- **Impressive portfolio of previously managed events (weddings, meetings, parties, corporate events)**
- **Excellent time management and communication skills**
- **Sales skills and ability to build productive business relationships**
- **Ability to manage multiple projects independently**
- **Google and XL proficiency**
- **Willing to submit references from previous clients**
- **BS in Event Management or related field is preferred**