



## Assistant Coordinator

**Make dreams come true with a small team of creative, driven individuals who are passionate about authentic celebrations.** At The Maples Estate, weddings are extended weekend long celebrations full of fun, relaxation and meaningful moments. Working on wedding days, assistants will support the venue owners to pull off epic events while interacting directly with couples, wedding parties, vendors and guests.

### Assistant Coordinator Job Responsibilities:

- Assist with and oversee the set-up and breakdown of the ceremony, cocktail hour and reception sites.
- Assist vendors with check in, set-up and breakdown.
- Be a resource for the wedding couple and wedding party - getting ready, attire support, photography, flat lays, timeline questions, etc. Ensure everyone is feeling comfortable and confident!
- Support the wedding planner with maintaining the schedule and coordinating the timeline.
- Direct guests to appropriate areas as needed throughout the evening. Answer their questions and assist as needed.
- Available for quick trouble-shooting and problem solving.
- Assist other departments when needed to ensure optimum service to guests.
- Performs additional duties as needed.

Assistant coordinators will work seasonally from May through October. Hours will be roughly 8-10 hours per wedding at a rate of \$25 per hour. Hours will be based around the individual wedding schedule, most often during official wedding days, but occasionally for a welcome event, rehearsal dinner, or brunch, etc. for setup, run of show and/or breakdown. Assistants will report to The Maples Estate co-owner and wedding planner, Katie Hammon.

### Qualifications / Skills:

- Excellent communication, interpersonal and organizational skills
- Strong creativity, can take initiative and has quick problem-solving abilities
- Highly responsible, reliable and effectively prioritizes multiple tasks at one time
- Ability to work individually and cohesively as part of a team
- Resourceful and not afraid to "get your hands dirty"
- Guest oriented & friendly
- Must be able to be on your feet for extended periods of time
- Must be able to ascend and descend ladders, lift and carry, or otherwise move 25 pounds



**Experience / Licensing / Availability:**

- Previous event and wedding experience a plus
- Valid driver's license required with reliable access to a vehicle
- Available on weekends

**Apply by sending your resume and cover letter to [info@themaplesestate.com](mailto:info@themaplesestate.com) with the subject 'Application: Assistant Coordinator'.**