Special Events Assistant

Job Duties & Expectations

The Special Events Assistant position was created to provide a real-world learning opportunity for students in the event & hospitality industry with specific experience related to larger events such as weddings and conferences. Job duties & expectations include, but are not limited to:

1. This position is expected to attend all weddings & wedding related events, unless previously discussed & approved by the Event Management Office Supervisor.
2. This position must be able to work flexible hours to accommodate evening & weekend consultations and events. This position is expected to work 10-20 hours per week during the fall and spring semesters and 30+ hours per week in the summer. This position must be available to work during the summer and preference is given to candidates who are able to work over university breaks.
3. This position will assist Event Coordinators with tours of Memorial Union spaces to potential clients, answer questions about venues, maintain contact with clients throughout their event planning process, and assist as a facility coordinator on the day of events.
4. This position will assist with communication before, during, and after events. This includes email and phone correspondence, attending wedding consultations & meetings, facility coordination on the day of events, and following up with clients after events have concluded.
5. This position will assist with planning, scheduling, and managing all forms of social media & marketing efforts for Memorial Union Weddings.
6. This position will assist with the planning, marketing, and execution of the Memorial Union hosted bridal expo, United at the Union. This includes creating vendors lists, filling out graphics requests for marketing materials, inviting vendors, creating diagrams, processing payments, creating vendor packets, creating registration procedures, day-of facility coordination, and appropriate follow up after the event.
7. In addition to assisting the full-time Event Coordinators, this position will support the Event Management Office for day to day front desk coverage, and training new hires when necessary.
8. Other duties as assigned.

Job Skills & Requirements

1. Have a passion for weddings and large events!
2. Excellent written & oral communication skills that are demonstrated via email, phone, and face to face correspondence.
3. Positive attitude & willingness to go above & beyond to complete tasks at hand.
4. Ability to offer outstanding customer service & professionalism to clients, co-workers, and supervisors.
5. Ability to work independently, be self-motivated, & take initiative.
6. High attention to detail & deadlines.
7. Ability to manage multiple ongoing tasks.
8. Ability to take direction from clients, co-workers, and full-time staff.
9. Ability to work well with different personalities and diverse individuals.

**Preferred Experience**

1. Previous event and/or wedding planning experience is highly desired.
2. Experience with social media & marketing is highly desired.
3. Experience that demonstrated familiarity with creating a marketing plan or event budgets
4. Experience with reservation software and/or diagramming software (EMS, Social Tables, and Microsoft office suite).
5. Experience that demonstrates familiarity with word processing, Adobe, and/or DocuSign
6. Majoring in event management, hospitality management, marketing, public relations, communications or a related field.
7. Possess a working knowledge of the Memorial Union building & policies as well as university policies.

**Available hours:** Monday-Friday 8 am - 5 pm (flexible with class schedule), plus evenings & weekends for tours, consultations, and weddings.

**Hourly pay rate:** $9.00/hour, potential increases are based on annual performance reviews

**Schedule type:** Ongoing; part time; flexible hours

**# of hours per week:** 30+ hours in the summer; 15-20 hours during the Fall/Spring semesters