

Experience Team Member – Day-of-Wedding Coordinator

The Jerome Event Center is an award-winning wedding venue in Delano, MN. Become a member of our Experience Team and join a fun, hardworking team that strives to go above and beyond to make a wedding everything a couple dreamed of. All couples who book a wedding at The Jerome Event Center are provided with a complimentary Day-of-Wedding Coordinator to ensure a stress-free day.

A Day-of-Wedding Coordinator is a trusted team member that enjoys meeting new people; demonstrates a friendly, can-do attitude; and takes initiative by seeing a problem, making decisions, and following through to solve the problem to ensure a positive wedding day experience. Logistically focused, this individual is responsible for managing all the planned details, overseeing vendors, managing the timeline, and overcoming any last-minute challenges that may arise.

As the Day-of-Wedding Coordinator, you will be responsible for assisting with event management, including but not limited to:

- Coordinating with and reporting to the Venue Manager
- Demonstrating attention to details while multitasking and executing the wedding day timeline
- Serving as the go-to point person for the wedding party, family, and friends with wedding day responsibilities
- Arranging centerpieces, lighting candles, and setting up any provided wedding décor
- Distributing bouquets and corsages
- Repurposing ceremony décor in the reception space, if necessary
- Keeping track of the wedding party for getting ready, photos, dinner, speeches, etc.
- Greeting vendors, serving as the point of contact on the wedding day, and distributing final payments
- Tidying and stocking bathrooms and taking out the trash throughout the wedding day
- Leading a room flip, if necessary
- Responding to any issues as they arise
- Performing the tasks to safely and securely close the venue

Qualifications

- Guest oriented and friendly, with a positive attitude, professional appearance, clear communication, and good eye contact
- Ability to work independently, as well as on a team
- Attentive to details and demonstrates strong organizational skills
- Creative thinking, problem-solving, and multi-tasking skills
- Must be 18 years or older and able to lift 50 pounds

Schedule

- Weekend availability on Saturdays, with shifts ranging from 9 am – 7 pm or 1:00 pm – 12:00 am
- Flexible weekday hours available, with 4-8 hours per week

Pay

- Pay is \$17/hour or based on experience

To apply, please respond to info@thejeromedelano.com with your resume and a paragraph on why you are the best candidate for this position.