

WEDDING DAY ASSISTANT

JOB DESCRIPTION



In the Spring of each year, Tracie Domino Events, Inc. looks to bring on board talented, enthusiastic, sophisticated individuals that are looking to work with us in helping to bring to life our client's wedding day plans while gaining some industry experience. The position of Wedding Day Assistant (WDA) is part-time casual and offers you a great opportunity to see how a wedding day is carried out. The day can be anywhere from 4-15 hours long (and often late into the night) and pays \$10.00 per hour. The idea in someone taking on this position should not be for financial gain, but rather to acquire hands on wedding experience and a taste of the industry. It also gives us the chance to see if you have what Tracie Domino Events is looking for in our future planners.

We are not hiring Wedding Coordinators or Associate Planners at this time; however, we do most often fill these positions with our most promising Wedding Day Assistants. If the assistant seems like a good fit with Tracie Domino Events' principles and style and the candidate proves that they are the best candidate for the job, they may move on to becoming an Associate Planner in the future.

Candidate Requirements:

- Previous work experience in hospitality or wedding industries (i.e. catering coordinator, server, concierge, retail, etc.)
- Computer skills a must; literate in Microsoft Office, including Word, Excel and Microsoft Office
- Valid Drivers License and reliable access to a vehicle.
- Availability on weekends, as well as some weekdays – At minimum **WDA must be available ALL of these dates: February 15, March 1, March 8, April 5, April 26, May 24, June 1, June 14, June 21.**

Duties that the WDA is responsible for during the Wedding Day:

- Assisting with and overseeing the correct set-up of the ceremony and reception site(s)
- Assisting VIP's throughout the course of the event
- Being available to wedding guests to answer their questions and assist them as needed (i.e. gentleman spills sauce on his jacket, lady spills red wine on her skirt/shoes, someone is feeling ill and needs attention, etc.)
- Directing guests to appropriate areas as needed throughout the evening (i.e. restroom, exits, parking, bar, etc.)
- Assisting vendors with their set-up by being close at hand to answer questions with regards to product placement
- Being a resource to the Bride & Groom with regards to what's happening next in the schedule

- Overseeing and assisting with set up and tear down of wedding decor items (linens, charger plates, escort cards, place cards, favors, chair covers, etc.)
- Maintaining the schedule and coordinating the time line for all special events throughout the reception
- Trouble-shooting

Qualities we are looking for in a Wedding Day Assistant:

- Creativity and ability to think quickly on your feet is crucial. Being able to come up with possible solutions to any given situation (i.e. bride forgets her bouquet in the limo, bride about to walk down the aisle & her hairdo falls apart, etc.)
- Ability to work independently... as well as in a team!
- Ability to seamlessly and effectively prioritize multiple tasks at one time
- You must be able to take initiative: to see a problem, make a decision about what might be done about it, and then follow through and solve the problem!
- High energy, resourceful, strong, & not afraid to “get your hands dirty” – we are “doers”, not “pointers”!
- Guest oriented & friendly; good eye contact, poised posture, etc.
- Must have a sunny disposition and know how to “turn it on” in public
- Driven to excel in the area of event and wedding planning
- Professional appearance; proper grooming, well dressed, chic hair, make-up, etc.

In addition to hiring wedding day assistants Tracie Domino Events’ will consider up to two interns per year to shadow and assist with personal client accounts and special event activities throughout the year. This opportunity will be discussed after successfully assisting during weddings this semester.

For additional details email: tracie@traciedomino.com

www.traciedomino.com | 813-810-0621