



EVENT MANAGER

Stonefields Estate Inc., is an award-winning venue nestled on a historic farm in Carleton Place. We are renowned for our scenic beauty, rustic elegance, exquisite cuisine, white glove service and loving attention to detail. Our all-inclusive wedding packages provide our couples with exclusive access to our many unique spaces for wedding party preparations, the ceremony, cocktail hour, dinner, reception, and overnight accommodations. We are passionate about turning our clients' wedding dreams into unforgettable experiences. We're seeking individuals who have a love for the many different facets of the hospitality industry.

This important customer-facing role is part of the event and management team at Stonefields, which prides itself on setting a high standard in our industry. We are looking for a polished professional who is dynamic, highly motivated, enthusiastic and quick to learn. You must be a responsible team player who can also work well independently. We want a true self-starter who is excited about learning the business and who is eager to contribute to our success. You will work directly with Stonefields' owners and Executive Chef.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO

- Oversee event execution, including following the couple's wedding day plan and the Stonefields event itinerary.
- Manage timelines, delegate tasks, and liaise with vendors, clients and internal teams.
- Coordinate food service, including calling dinner service while ensuring excellent customer care.
- Supervise teams including wedding coordinators, serving staff, bartenders, and set up crew.
- Liaise with the couple, wedding party, vendors, and guests throughout the event.

POSITION REQUIREMENTS

- Polished professional with excellent customer service skills and the ability to represent the Stonefields brand.
- Strong leadership, organizational and communication skills.
- Ability to stay composed and professional under pressure.
- Must be a team player with a keen eye for detail.
- Smart Serve and First Aid certification required.
- Experience in the wedding/event industry and banquet dinner service is preferred.
- Ability to stand or walk for long periods and lift heavy objects as needed.

- Bilingualism and post-secondary education are assets.
- 5+ years of relevant experience is preferred

Our event season runs from April through November, with the capacity to host up to 6 events per week, please include availability when applying for position. We will have other requirements and/or events during the off-season.

Job Type	Full Time
Schedule	Weekdays, weekends, holidays, days, nights, 12-hour shift
Salary	\$55k/year
Benefit	Health insurance program. On site parking available, uniform provided, daily staff meal provided

Stonefields provides a flexible work environment with career advancement potential and, most importantly, the opportunity to make a difference in the lives of all those celebrating special milestones. There is 60-day probationary period for this position. Please send your resume and cover letter describing why you would be a fit for this position to info@stonefieldsweddings.com. No phone calls please.