



WEDDING COORDINATOR

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, seasonal role is part of the wedding coordination team at Stonefields, which prides itself on setting a high standard in our industry. We are looking for a polished professional, first and foremost who can proudly represent the Stonefields brand. The ideal candidate is dynamic, highly motivated, enthusiastic and quick to learn. You must be a responsible team player who can also work well independently. You must have strong organizational, interpersonal and communication skills. We want a true self-starter who is excited about learning the business from the ground up and who is eager to contribute to our success, working closely with Stonefields owners and Event Managers.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO

DAY OF EVENT ASSISTANCE:

- Manage event setup and in coordination with the Event Manager, manage the execution of events including but not limited to:

- Ceremony, cocktail hour and reception site setup - working with event setup team and ensuring all areas of Stonefields are ready and spotless for each event
- Setting up the wedding party quarters (farmhouse and pub areas) including ordered beverages and food, ensuring spaces are cleaned and tidy
- Greet wedding couple, wedding party and their VIP guests upon arrival
- Take care of wedding party during the pre-ceremony preparations (including VIPs)
- Assist with wedding couple's décor setup
- Greet and coordinate with vendors and assist them as required
- Lead or assist wedding coordinator vendor with ceremony procession, in coordination with officiant and DJ
- Assist or execute transition to cocktail hour
- Check in on bride and groom during photoshoot and ensure their timely arrival for the Grand Entrance before dinner
- Throughout event, ensure guests are happy, the venue is always tidy and assist other team mates with different roles as time permits
- Assist Event Managers with inviting guests in to the Loft for dinner
- Coordinate grand entrance with Event Manager, DJ, MC and wedding party
- Clean wedding party preparation rooms after wedding party has used them and get each space ready for next day's event

POSITION REQUIREMENTS

- Must be dependable and available for any event scheduled on your designated days, plus the rehearsals the Wednesday of the same week
- Must commit to fulfilling the entire season
- Must have Smart Serve Certification
- Must be able to represent the Stonefields brand
- Must be a team player and work well with team mates
- Must be able to coordinate events in conjunction with the Event Management team and when assisted by the owner act as Coordinator Assistant
- Experience in a high-end business setting focusing on events, customer relations or sales, an asset
- Event coordination or project management experience an asset
- Comfortable interfacing at all levels
- Event and wedding industry knowledge an asset
- Ability to think independently and problem solve
- Ability to work under pressure and maintain composure in an everchanging (sometimes stressful) work environment
- Flexibility and adaptability to meet the needs of the couple and their families
- Experience in a high-end business environment with events, customer relations and/or sales an asset
- Event coordination and/or project management experience an asset
- Event and wedding industry knowledge an asset
- Excellent interpersonal communication skills
- Strong leadership skills, with a high attention to detail
- Ability to work under pressure and maintain composure with a high-level of polished professionalism in an ever-changing and sometimes stressful work environment

- Ability to work long hours on your feet
- Ability to lift or move heavy items
- University or college degree in a related field is an asset

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

Job Type: Part-time, 2 positions available
Schedule: Weekdays, weekends, holidays, days, nights
Salary: \$25.00 per hour
Benefits: On site parking available, 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. 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.