



Events by Emma Job Description

PLANNING & EVENT DESIGN COORDINATOR

WORK SCHEDULE: 35 HRS WEEK
STATUS: FULL-TIME (6 MONTH TERM)
SALARY RANGE: \$10.00-\$15.00 PER HOUR
START DATE: APRIL 4, 2011

Job Summary:

The Planning & Event Design Coordinator reports directly to the Lead Consultant and is responsible for assisting with all aspects of event management within the Events by Emma Company.

Specific Tasks: Event Planning:

- Will assist the Lead Consultant in coordinating and implementing events. (Corporate, Social, Private and Weddings)
- Coordinate the event booking process.
- Work closely with clients to gather their event details to ensure a flawless experience.
- Prepare client files and inspiration boards on each event to be used in preparation of events.
- Proactively identify potential event issues and propose appropriate solutions.
- Work with the Lead Consultant to create timelines and itineraries for events.
- Décor Design and Planning.
- Preparation, inventory, packing, loading and delivery of all EBE event rentals.
- Ensuring all items are maintained and returned to the EBE office in proper condition.
- Provide on-site supervision of all client events, including event/decor set-up, event itinerary management and coordination, event/decor take-down. Ensuring complete customer satisfaction.
- Manage and oversee event crew and volunteer activity during the event and event planning activities.
- Create a budget for events based on previous events-related income and expenses.
- Solicit and secure vendors for events. (as required)
- Foster relationships with Preferred Vendors.
- Assist Lead Consultant in the creation of all printed materials and press information related to events.
- Provide monthly reports, with more frequent updates as requested or needed.
- Other duties as assigned.

Qualifications & Skill Requirements:

- Bachelor's degree or equivalent job experience.
- Strong understanding of event management practices.
- Strong project management skills.
- Proactive approach to customer service.
- Proven ability to resolve issues under pressure.



- Superior written and verbal communication skills.
- Professional demeanor.
- Keen attention to detail and ability to prioritize time appropriately.
- Strong organizational skills.
- Able to work independently and as part of a team.
- Ability to work and train people with varying levels of skills and knowledge.
- A high level of computer competency in Windows Vista, MS Office, Database, Internet.
- Knowledge of community based agencies and resources.
- Must be able to work non-traditional hours and to be present at each event.**
- Commitment to EBE vision, mission and values

Please apply via-email to: eventsbyemma@hotmail.com

Please submit cover letter with resume and references via email. Thank-you.

Application Deadline: March 4, 2011

Events by Emma appreciates the interest of all applicants, however, only those under consideration will be contacted.