

## Wedding & Events Intern

At Venue at the Grove, We Create Extraordinary Experiences.

It's more than a slogan, it's our purpose and we do it every day. There are long days and incredible challenges, yet when each event comes together there is no greater feeling than contributing to others' lives, whether it's a wedding uniting love and families or a corporate hosting, we are part of creating something larger than us. We want you to bring the determination, courage, and passion to everything you do to serve people. You will be expected to bring high level of attention to even the smallest details, to be your word and follow through on your commitments, to do the right thing, and to uphold team members in the highest regard. Our mission is to constantly improve ourselves, continuously raising our bar that we will inspire and lead by dominating the wedding and event market.

Together...we will knock people's socks off. We will make event planning stress-free. We will serve our clients so they feel like honored guests at their own event.

### The Work

- This position is an excellent opportunity to gain valuable experience in the wedding, events and catering industry, collaborate with vendors, and learn how to execute weddings and events from start to finish including:
  - Event Set-Up, Break-Down and Implementation
  - Administrative Support
  - Customer Service

### Daily Execution Excellence

- Executing set-up, implementation, break-down and all other aspects of a wedding or event under the direction of an event manager
- Providing excellent customer service to clients, potential clients and vendors
- Able to think outside the box, problem solve, and take action when challenges arise
- Prep client meeting and event documentation such as layouts, catering forms, checklists, etc. and other reports as requested
- Post social media stories for every event and assist team in responding to social media, emails, phone calls, etc.

## Expertise

- If you have a solution oriented, get the job done attitude with a commitment to constant improvement, you can do the job. We will need someone with the following qualifications:
  - Working towards a college degree in hospitality, event management, business or a related field.
  - Excellent verbal and written communication
- You'll also likely be able to hit the ground running faster with a foundation and desire to help and serve others
- Ability to work nights and weekends is required for this position.

## Applying

- Send resume to [kelsey@venueatthegrove.com](mailto:kelsey@venueatthegrove.com) and answer the following – What is it that intrigues you about the job and why do you believe you're a fit?