

Wedding and Events Coordinator

The Renaissance at Kelham Hall

Pay: £30,000 per year

Job Overview:

At The Renaissance at Kelham Hall, as a Wedding & Events Coordinator, you will play a key role in creating memorable and seamless wedding experiences for our couples. This role requires a blend of creativity, strong organisational skills and excellent attention to detail to ensure every aspect of the wedding day runs smoothly.

You will work closely with couples and clients to understand their vision, manage budgets and coordinate with a range of suppliers and internal teams to bring their dream wedding to life.

Duties:

- Collaborate with clients to determine their wedding vision, preferences and budget.
- Develop detailed timelines and checklists to ensure all aspects of the wedding are organised and on schedule.
- Source and liaise with vendors including florists, caterers and photographers to secure services that align with the couple's vision.
- Coordinate logistics on the wedding day, ensuring everything runs smoothly from start to finish.
- Manage guest services and hospitality arrangements to provide a welcoming atmosphere for all attendees.
- Upsell additional services or products that enhance the overall wedding experience.
- Handle any unforeseen issues or changes that may arise during the planning process or on the day of the event.
- Maintain clear communication with clients throughout the planning process to ensure their needs are met.

Qualifications:

- Proven experience in event planning or hospitality management is preferred.

- Strong organisational skills with the ability to manage multiple tasks simultaneously.
- Excellent time management skills to meet deadlines effectively.
- Exceptional communication skills, both verbal and written, to liaise with clients and vendors professionally.
- Experience in guest services or fundraising can be advantageous.
- A background in restaurant or hotel management may also be beneficial.
- A passion for weddings and an understanding of current trends in the industry.

This role is ideal for someone who thrives in a fast paced environment and is passionate about delivering exceptional service. If you are creative, highly organised and enjoy bringing ideas to life, we would love to hear from you and invite you to apply for this exciting opportunity as a Wedding and Events Coordinator.

- **Commission scheme**

Job Type: Full time

Benefits:

- Bereavement leave
- Company pension
- On site parking

For more information, or to apply, please send your CV to Louise@renaissance-kelham.com