

Wedding Coordinator (PT)

Summary: This part-time position (*approximately 20 hours/week (including regular night and weekend shifts)*) is responsible for communicating with potential brides and grooms about the one-of-a-kind venue and services offered at Queens University of Charlotte. You will conduct tours of wedding spaces on campus and execute contracts for weddings as well as be on site during scheduled rehearsals and weddings. Success in this position requires a passion for detail and creating memorable wedding experiences, and the ability to maintain grace and professionalism at all times. *This position is not exempt from provisions of the Fair Labor Standards Act (FLSA) and is eligible to earn overtime pay for hours worked above 40 in a single work week.*

Essential Duties and Responsibilities include the following:

- Build relationships with wedding planners and venues to ensure steady flow of business and meeting revenue goals.
- Schedule and meet with brides and grooms to envision and deliver the perfect wedding experience.
- Work within campus scheduling system to coordinate external facility rentals on campus and facilitate clients' needs to on campus partners.
- Responsible for updating Queens Weddings social media with relevant and appropriate material.
- Work with Director to keep marketing materials relevant and sales techniques efficient to meet financial goals for the department.
- Work with Operations Coordinator to ensure clear lines of communication within the department and throughout campus
- Work with campus vendors to plan and successfully execute set-up and day-of-event requests.
- Execute day-of-wedding duties as facility manager, ensuring commitments meet expectations.
- Tactfully and firmly enforce rules, regulations, and policies to ensure proper use of facilities in a safe environment.
- Supervise student staff or workers as needed.

Secondary Duties and Responsibilities:

- Other duties and special projects may be assigned to meet department and university needs.

Experience, Knowledge and Skills Required

- 2 years' planning experience in the wedding/hospitality industry preferred.
- Proven ability to market facilities and services to prospective brides/grooms and their families, and ensure commitments are met.
- Exceptionally strong communication skills (verbal, written, interpersonal, presentation) and ability to quickly establish and maintain strong rapport with a wide variety of people.

- Excellent planning and organizational skills and the ability to work both independently and as a member of a team.
- Strong follow-up and follow-through skills to ensure achievement of goals and delivery of expected outcomes.
- Ability to identify information/situations that should be escalated immediately.
- Ability to remain calm and resourceful in stressful situations.
- Strong listening, negotiation, conflict resolution and persuasion skills.
- Solid knowledge of the Microsoft Office suite of software programs, as well as the ability to quickly learn and apply new software.
- Must be able to work in a fast-paced environment with demonstrated ability to effectively prioritize multiple competing tasks and demands.
- Experience promoting services and venues via social media.
- Strong reasoning skills and the ability to define problems, collect data, establish facts, and draw valid conclusions to resolve problems.
- Proven ability in taking initiative and work well under pressure.
- Ability to use discretion when dealing with sensitive, confidential materials.
- Skill with building, maintaining, and analyzing moderately complex spreadsheets, especially Excel and proficiency with Microsoft Word, PowerPoint, and Outlook
- Basic accounting knowledge and familiarity with budgets
- Flexibility to regularly work evenings and weekends for coverage of events.
- Bachelor's degree in Event or Hospitality Management or related field, or equivalent combination of education and experience.

Application Process

Qualified candidates should submit the documentation listed below via email to **hr@queens.edu** in (.doc) or (.pdf) format. Incomplete submissions will not be considered. Include the following:

1. A cover letter addressing the position qualifications and experience
2. Current résumé or CV
3. Salary requirements
4. Contact information for three professional references.

Be sure to include "WED-CES" and **YOUR NAME** in your email Subject Line.
(**Example:** WED-CES Shawn Mullin)

Applications received by September 10, 2021, will receive first consideration. Queens will continue to accept applications until the position is filled.

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom.

Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Because of our history of innovation and our legacy of strong leadership, **Queens is positioned to be among the new forerunners of American higher education.** This is a defining moment for Queens. While other institutions are focused on sustaining and surviving, we are thinking much bigger. Institutions that understand what is needed and are willing to reimagine what is possible can position themselves to thrive and strengthen their market position after the pandemic with innovative approaches that are deeply connected to the world and its greatest challenges.

By 2030, **Queens aspires to become the leading, private, national university of Charlotte** with deep, meaningful, and reciprocal connections to the needs of our local community and economy; inventive and multidisciplinary academic programs that are connected to the world's most pressing challenges and biggest areas of opportunity; a fully connected, integrated, and innovative set of experiences that support holistic wellness and wellbeing; a culture of continuous improvement and investment that enables faculty and staff to flourish and achieve their full potential; and a comprehensive approach to diversity, equity, and inclusion that begins on campus and radiates throughout the community.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

Physical Requirements (*with or without reasonable accommodation*)

- *Visual Abilities:* Read reports, create presentations, and use a computer system.
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students.
- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems.
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus.

- *Talking*: Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- *Lifting, Pulling, Pushing*: Exert up to 30 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- *Cognitive/Emotional*: Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions.

Work Conditions

- Regular night and weekend shifts are required to ensure successful execution of events.
- Work in office and venue environments, and outdoors, involving contact with brides, grooms, family, service providers and vendors, staff, students, and faculty.
- Work has deadlines, multiple interruptions, high volume and may be stressful at times.

This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.