



Title: On-Site Wedding Coordinator

Reports to: Wedding Coordinator

Responsibilities:

The On-Site Wedding Coordinator is the on-site contact person for the Grosse Pointe Academy during wedding rehearsals, ceremonies, and receptions. The coordinator will ensure a positive experience for wedding couples and guests while on our premises. Strong customer service and communication skills and a professional demeanor are essential.

Duties:

- Arrive on-site prior to rehearsals, ceremonies, and receptions held at the Academy
- Ensure all rooms and facilities in use are ready for the wedding party (Lights and A/C or heat is turned on) and in good working order
- Unlock appropriate doors for access by the wedding party
- Set up supplies in the sacristy and chapel for Catholic wedding ceremonies *
- Greet the wedding party and vendors upon arrival and direct them to the appropriate staging areas
- Be available to answer questions (location of restrooms, etc) for guests upon arrival
- Guide the wedding party through the rehearsal process. Work with the priest/wedding planner/designee, if present
- Guide the wedding party and family members for the processional at the wedding
- Assist wedding party with any unforeseen circumstances
- Ensure the wedding registry is signed after the wedding
- Report low inventory of supplies; (candles, hosts, wine, linens) to the Academy Wedding Coordinator
- Report chapel maintenance and repairs to the Academy Wedding Coordinator

Estimated Hours & Compensation:

This position requires working evenings and weekends. The busiest time for the wedding season is May - October. The On-Site Wedding Coordinator can expect to work approximately 4-5 hours for each rehearsal/wedding event. For wedding receptions, an 8-9 hour time frame is anticipated. The number of events will vary depending on the number of weddings booked in a given month.

On-Site Wedding Coordinators are paid per event. When additional hours are booked by couples beyond the allotted time frame, the on-site coordinator will be paid an hourly rate.

Preferred Qualifications:

1. Ability to communicate well, with exceptional customer service skills
2. Ability to remain professional, calm, and reassuring to the wedding party/family members under any and all circumstances.

Please send a letter of interest and resume to hr@gpacademy.org.

* Details on chapel wedding set up will be provided