



Schlitz Audubon
Nature Center

Wedding & Event Associate

PURPOSE OF THE POSITION

The Wedding & Event Associate plays a vital role in ensuring the success of weddings, events, and visitor experiences at Schlitz Audubon Nature Center. This position requires a positive-minded team member who is detail-oriented, highly organized and professional. This associate will oversee event bookings, coordination and venue operations, work with a fun team, and make a difference for our non-profit nature center.

ESSENTIAL FUNCTIONS

- **Communication & Sales:**
 - Respond to potential customer inquiries regarding hosting a wedding or event at the Center.
 - Lead on-site tours and consultations with prospective clients to understand their wedding or event needs and preferences, with the intent of converting them into sales and bookings of events.
 - Serve as the primary contact for couples planning their wedding.
 - Speak comfortably in front of a group and be able to clearly present and communicate wedding packages and service offerings available.
 - Prioritize maintaining open communication with our amazing clients throughout the planning process, providing updates, and addressing any concerns, while keeping diligent documentation.
 - Establish and maintain customer relationships to encourage repeat business and referrals.
 - Collaborate with the Marketing Department on promotions, website copy, blog writing, marketing materials and social media.
 - Enjoy showcasing a strong commitment to amazing customer service and guest satisfaction within facilities policies.
- **Wedding & Event Coordination:**
 - Manage and share event timelines, checklists, and floor plans with appropriate Center departments and event team.
 - With both Facilities and Events Teams, schedule and manage space set up/tear/down on event/wedding day, ensuring best organizational teamwork and client experience.
 - Gracefully problem-solve day-of event questions to ensure smooth, memorable experiences for all clients and guests.
 - Manage our incredible team event staff ensuring that all details are executed flawlessly.

- **Vendor Coordination:**
 - Coordinate on-site vendors – our industry partners and friends - such as caterers, florists, photographers – while always keeping a pulse of reviews and client experiences for any vendor partner associated with the Center.
 - Supervise bar operations, support bartender(s) and ensure bar is properly staffed and stocked.
 - Manage our important on-site bartending team ensuring customer service is top of mind, while all policies and procedures are adhered to and events are smooth.
 - Enforce Center policies, liquor licensing, safety regulations, and operational procedures and communicate to all onsite vendors and staff.
- **Administration**
 - Oversee and prepare all contracts, invoices and communication materials for wedding rentals using clear communication and set policies.
 - Oversee all bar service inventory, budgeting and ordering.
 - Oversee all rental item inventory, ordering and documentation.
 - Keep detailed documentation of all client inquiries, tours, bookings and planning communication.
 - Manage and communicate the Center’s liquor license and policies.
 - Submit invoices and receipts and account for all monies paid for rentals, upkeeping strategic and clear monthly financial reports to the department director and accounting department.
 - Oversee all online wedding copy and social media.

QUALIFICATIONS AND EXPERIENCE

- Bachelor’s Degree in hospitality, public relations, communications, sales, business or related field is preferred
- Minimum of 4 years of experience in event operations, hospitality, or venue management (weddings & social events preferred)
- It’s in the details! Exceptional organizational skills and attention to detail in managing event logistics and staff/vendor coordination.
- Weddings and events are fun! A natural positive attitude paired with excellent interpersonal skills and professional demeanor will make a difference.
- Strong leadership, problem-solving, and independent decision-making skills.
- Ability to work independently, think ahead, and problem-solve behind the scenes.
- Thinking Green! Understanding of sustainability practices partnered with an interest and passion for the nature center’s mission.
- Impeccable verbal and written communication skills.
- Proficiency with Microsoft Office and associated applications, social media platforms and Outlook calendar scheduling software
- Flexibility is key! Availability to work evenings and weekends as needed.
- Ability to lift over 20 pounds, physically move throughout spaces quickly, sit at a computer for periods of time.
- Must have a legal drivers’ license.

HOURS

- During peak wedding season: Extended hours including weekends, holidays, and evenings as required by the event schedule.
- Off season: Full time schedule to be determined with supervisor based on special event needs.

COMPENSATION & BENEFITS

- Pay will be commensurate with experience
- Health, Vision, and Dental Insurance
- Life and Accidental Death Insurance
- Disability Income Insurance (Long-Term and Short-Term)
- Employee Assistance Program (EAP)
- Generous PTO
- 401(k) Retirement Plan

TO APPLY

Send cover letter and resume to Director of Corporate and Special Events (bcarlson@schlitzaudubon.org) with *Wedding Associate* in the subject line.