

A photograph of three young women standing together in front of a white backdrop. Above them is a large, lush green floral arrangement with various leaves and small white flowers. The woman on the left is wearing a dark blue sleeveless top and wide-leg white pants with thin blue vertical stripes. The woman in the middle is wearing a white sleeveless top with a V-neckline and black pants. The woman on the right is wearing a black sleeveless top and black pants with thin white vertical stripes. They are all smiling at the camera. The background is a white curtain, and the floor is a dark, polished surface. The text "LEAD PLANNER APPLICATIONS" is overlaid in a thin, black, sans-serif font across the middle of the image.

LEAD PLANNER APPLICATIONS

J O B D E S C R I P T I O N

Julie & Co Events is a well established event planning firm based out of The Ottawa Valley and operating all across the Ottawa and The Valley. We have been in business for over 10 years, offering full planning, month of management, day-of event planning, and decor design. We pride ourselves in creating beautiful weddings for mid to high couples.

- The ideal candidate will possess the following:
- Impeccable organizational and multitasking skills,
- Punctuality
- World class team player and excellent enthusiasm towards any tasks given to them,
- Ability to handle constructive criticism and feedback about one's performance
- **Access to a car on a regular basis is a must!**
- Ability to commit 10 to 15 in-studio or at events hours, and 5 to 10 remote hours, per week – therefore, having discipline and being a self-starter is also a huge asset.
- **Must be able to commit to at least 70% of weekends April-November.**

LEAD PLANNER TASKS

Attend meetings and communicate via email/phone with clients and Julie & Co team to discuss event details

Keep organized records of meeting notes, event documents and event details

Create extremely detailed event itineraries as per Julie & Co standards

Sourcing, contracting and coordination of wedding vendors and client budgets

Creation of floor plans, presentations and graphic design projects as required

On-Site event execution including set up, day-of coordination, tear down and follow up with Client + vendors

Liaise with vendors prior to and during events

May be required to lift and move equipment and/or assist with set up of décor including working at heights, and into the early hours of the morning

May be required to transport small decor items to events in personal vehicle or rented trucks

Foster relationships with venues, vendors, clients and their guests to promote positive testimonials

Other duties as required.

J O B D E T A I L S

Twenty-five Percent (10%) Administration

Tasks include: Using our cloud based planning system, preparing quotes, , video posts, social media posts, assisting sales and marketing, e-mailing clients, managing appointments, attending client meetings and various other tasks.

Fifty Percent (70%) Wedding Planning and Coordination

Create a detailed wedding day itinerary using our cloud based software. Manage all vendor set-ups, drop-offs, décor and display all elements to ensure that the venue meets the couples "vision". Manage Ceremony set-up to ensure placement of programs and alter items, pew décor, marriage license, unity candles are in place as per bride and groom request. Ensure all ceremony items are taken down and packed away. On-site Direction of Wedding Ceremony to ensure all floral bouquets, boutonnieres and corsages are distributed accordingly .Line-up wedding party, cueing of musicians and cueing of bride & party. Supervision of Reception set up to oversee and coordinate all vendors, completion of décor set-up, centerpieces, ensuring proper placement of escort and place cards, favors and guest book, children's coloring books, etc. Ensure head table, dinner tables; stage area and all designated areas are set-up according to the floor plan. Coordinate with DJ, Live Band or Master of Ceremonies to ensure that the reception flows smoothly and includes all required announcements in a timeline manner, including; announcing the couple's arrival, the first dance, toasts, speeches, cutting the cake, first dance, bouquet toss, etc. Secure all gifts with a responsible guest of your choice. Greet all late-arriving guests. Use of wedding day emergency kit as needed.

Twenty Percent (20%) Out of office delivery, set up, take down

Venue set up. On weekends you will assist in the delivery and set up of floral arrangements, linen, backdrops, decor, and of course, assisting on-site at our events.

How To Apply:

Please forward your resume and a cover letter explaining why you want to be part of the team (by February 7th) to:

Julie McNamara
Creative Director and Owner
hello@julieandco.ca