



JOB TITLE: Wedding Planning & Design Internship  
REPORTS TO: Olivia Osentoski Owner  
LOCATION: Metamora, Michigan

**JOB SUMMARY** Sweet Rustic Charm's Wedding Planning & Design Intern will gain firsthand knowledge of the wedding industry that will help the intern understand every part of a wedding. This internship will give unparalleled exposure of the overall wedding experience. Interns will work on real weddings with real couples and engage with real industry professionals that will help shape a professional career in the wedding industry. Interns must work in accordance with the company mission statement to help our couples have a stress free wedding within established quality standards. A great attention to detail, organization, strong independent work ethics, an engaging and professional personality, along with a flexible work schedule is needed to succeed in this position.

**SUMMARY OF ESSENTIAL JOB FUNCTIONS** To perform this job successfully, the individual must be able to perform each essential duty and responsibility in a safe and satisfactory manner. This person must be a team player as they are responsible for working closely to ensure wedding goals are met, ensuring day-of deadlines are met, solve complaints and service issues, be proactive to prevent potential problems, and to act as the wedding expert and liaison between venue and outside vendors. Responsible for reviewing contracts, contacting wedding professional on behalf of clients, coordinating the sequence of events, create wedding designs, and handle the logistics of coordination on wedding/event day. Intern will attend and run rehearsals, weddings, and client meetings.

**MINIMUM REQUIREMENTS** Sophomore – Senior college student enrolled in Event Planning and/or Hospitality Management programs. Minimum of 1 year experience in wedding/hospitality/customer service industry required. Must be 18 years or older. Must have valid driver's license and reliable transportation. Must have full availability Thursday thru Sunday. Internship is May 1st-August 16th.

**ABILITIES REQUIRED** Strong verbal and written communication skills required. Must be a self-starter with ability to multi-task while under deadline pressure. Strong attention to detail and highly organized is a must. Planner must be highly creative in order to provide décor, set-up, and planning advice to make each event unique to the client. Ability to communicate with vendors, clients, and guests in a friendly and professional manor by conveying information effectively. Must be able to delegate tasks and communicate wishes in a professional and effective way in order to meet deadlines. Intern will work to maintain an operating environment that assures consistent guest satisfaction. Intern must be exceedingly professional with a warm yet assertive presence to effectively execute event details as expected by the client. Must be knowledgeable about a variety of religious and cultural customs. Ability to utilize basic math and computer skills. Understand government health, hotel, or food service regulations. Recognize customer intoxication. Experience with Microsoft Word and Excel along with the ability to navigate an event planning software required. Ability to lift minimum of 50lbs. Ability to work on feet for duration of 8-14 hours. Must be a team player who is willing to assist with any task in order to "get the job done".

#### **ENVIRONMENTAL CONDITIONS**

Inside: Protection from weather conditions but not necessarily from temperature changes.

Outside: As events encompass activities both inside and out, essential functions of this job include working outdoors. In inclement weather events are typically moved inside or under outdoor tents facilitated by the client(s). Must be able to adapt to climate changes and work in all weather conditions and seasons.

#### PAY & HOURS EXPECTED

Hourly pay will be based on experience. This position requires very flexible weekday hours. Must have full availability Thursday thru Sunday. Internship is May 1st-August 16th. At the conclusion of the internship Sweet Rustic Charm may extend a job opportunity to interns based on job performance. Employment is not guaranteed.

#### HOW TO APPLY

Please send your resume with a cover letter to the email address listed. Please include any planning experience even if its volunteer along with a 500 word essay or less on "Why you would like to learn more about the wedding industry and what makes you a good fit for this internship." Deadline for application by February 29th. Email address: [sweetrusticcharm@gmail.com](mailto:sweetrusticcharm@gmail.com)