



## **JOB DESCRIPTION: WEDDING COORDINATOR**

The mission of the Irish Cultural Center is to celebrate and promote Irish and Celtic Heritage and its influence on and partnership with other cultures. The goal of the McClelland Library is to make accessible a comprehensive collection of materials on Ireland and the Irish diaspora on the role of Irish-Americans in Arizona and the Western United States. The Irish Cultural Center and McClelland Library are divisions of the Irish Cultural & Learning Foundation, Inc., a 501(c)(3) not-for-profit corporation, and are owned and maintained by the City of Phoenix Parks and Recreation Department. The Irish Cultural and Learning Foundation (ICLF) facilitates cultural and private events, held by the ICLF, its affiliates and private entities.

The Wedding Coordinator will report to the ICLF Operations Director and will participate in an annual review process. **This is a part time position.** The Operations Director and Wedding Coordinator will collaborate as partners to manage contractors for weddings held at ICLF. Additionally, both are responsible for supporting the board and community in realizing the ICLF's mission. This position is hybrid with some responsibilities requiring on-site and some work from home. A wedding is considered a private rental.

### **Position & Responsibilities**

ICLF seeks a Wedding Coordinator who is a detail oriented go-getter with experience managing small and large weddings and events, demonstrated non-profit skills, and a passion for Irish Culture and its impact on the wider community.

The Wedding Coordinator is responsible for coordinating details about the actual wedding at the ICLF venue itself. This includes the overall booking, planning, budget, administrative, vendors and contracts, and on the day logistics.

### **Responsibilities Include**

- Bookings/Reservations
  - Ensure all date reservations are approved by the Operations Director
  - Review ICLF Wedding Fees with interested and confirmed wedding parties
  - Respond to enquiries at ICLF Weddings email account
- Planning
  - Complete ICLF Wedding Contract and get approval and signature from the ICLF Operations Director
  - Provide ICLF Wedding Contract copies to wedding party
  - Maintain contact with all vendors during the planning period
  - Act as a liaison between the bride and groom and the various wedding participants
  - Plan to the overall design and vision of the wedding party
  - May also offer consultative advice



- Budget
  - Ensure wedding venue rental non-refundable deposit is paid to the ICLF
  - Determine if wedding coordinator retainer is applicable
  - Manage to the wedding budget and escalate/resolve issues in a timely manner
- Administration
  - Manage all administration tasks
- Vendor and Contract Management
  - Oversee vendors and contracts for weddings
  - Maintain contact with all vendors during the planning period and on the day of
  - Review all contracts with the Operations Director
  - Hire all vendors and contractors
  - Manage execution of the day of
  - Ensure accountable party pays bill within required billing period
- Day of
  - Physically present the day of to manage all logistics, contractors and escalations
  - Execute the overall design and vision of the wedding party
- Additional Events
  - May be asked to assist in other private rentals such as baby showers, celebrations of life, and birthday parties

## Reporting

The Wedding Coordinator reports to Operations Director who reports to The President of The Board of Trustees and oversees all areas of the organization that is not under the direct control of the Cultural Director or Library Manager.

## The ideal candidate will:

- Combine demonstrated business acumen with strong event management skills
- Have experience with wedding management in a venue of similar size and scope of the ICLF
- Be an excellent verbal and written communicator with the ability to establish long-lasting, productive relationships with the Board, staff and contractors
- Have demonstrated ability to generate wedding bookings

## Skills Include:

- Excellent verbal and written communications and interpersonal skills required; ability to listen and to communicate effectively, thoroughly, and accurately
- Strong time management; able to thrive in and enjoy working in a fast-paced work environment; manage weddings simultaneously with multiple deadlines and priorities
- Accurately assess the importance of a phone call, email, or document and take timely action to involve the appropriate parties
- Attention to detail with strong organizational skills and follow-through
- Demonstrate strong customer service orientation



- Use judgment/discretion in handling confidential and sensitive information in a diplomatic manner with internal and external parties
- Think proactively and prioritize work in an ever-changing and ambiguous environment with strong follow-through to meet deadlines and attention to detail
- Organized, assertive, and independent

#### Qualification Requirements:

- High School Diploma or GED equivalent
- 5+ years of wedding management
- Proficiency with Microsoft Office Suite (Word, PowerPoint, Excel and Publisher), Google calendar, Internet applications

The Wedding Coordinator is an employee of the Irish Cultural and Learning Foundation on a part-time basis. Compensation will be competitive for a part-time Wedding Coordinator and will be paid on a bi-weekly basis. ICLF is an equal opportunity employer.

Application will remain open until the position is filled.

Please send your resume and cover letter to [ciara.archer@azirish.org](mailto:ciara.archer@azirish.org), as well as any enquiries.