



Wedding and Events Coordinator

Full-time, permanent position

As Wedding and Events Coordinator, you will be acting as a point of contact for weddings and events held at Ellingham Hall. This exciting role includes responding to initial enquiries, arranging, and managing show rounds, sending out quotes and completing final details in line with our clients' bespoke requirements.

It is essential that as Weddings and Events Coordinator, you have an outgoing personality, adhere to exceptionally high standards of customer service and care with a strong eye for detail. A friendly and flexible working style, good problem-solving skills, and the ability to keep calm under pressure are important attributes for this role. Excellent organisational, IT and communication skills are also extremely important as well as having the ability to work as part of a team.

Experience of working in the hospitality industry is essential.

This role includes working weekends and occasional evenings.

Main Duties –

1. To actively sell, plan and coordinate superior weddings and events at Ellingham Hall, providing an outstanding customer experience for our couples and their guests.
2. To promote Ellingham Hall as an exclusive wedding and special events venue.
3. To lead initial venue tours with prospective couples and clients.
4. To conduct planning meetings with couples and to have ongoing contact with them until their wedding day, ensuring that any questions they may have are answered in a timely fashion.
5. To act as the main contact for the couple/client during the planning of their wedding day/event, be there to greet them upon their arrival to Ellingham Hall.
6. To prepare a detailed function schedule for both the FOH and kitchen team to ensure the event runs smoothly and in a timely manner.
7. To prepare invoices and estimates for clients and be responsible for the collection of their payments including deposits, ensuring that they are paid within the correct timeframe.
8. To organise and attend client food tasting appointments ensuring that the FOH Management team and Head Chef are kept informed on all relevant wedding related matters.
9. To agree upon KPI's with the General Manager to achieve or exceed in each working year.
10. To part deliver superior weddings and events at Ellingham Hall focusing on the earlier part of the day, acting as a 'familiar face' to our couples.