



## Associate Planner Job Description

**JOB TITLE:** Associate Planner

**DEPARTMENT:** Midwest Studio

Krissy Campbell Celebrations is a destination celebration planning and design team. We specialize in thoughtful design and simple, full-service planning for destination weddings worldwide.

We currently have studios in both northern Indiana and southern Maine and frequently work abroad in Europe.

We have a fine art aesthetic that focuses on the timeless, organic and refined.

### **GENERAL JOB DESCRIPTION**

Assist lead planner in execution and production of celebration on celebration day and possible preliminary client or preparation meetings.

### **MAJOR DUTIES AND RESPONSIBILITIES**

Contracted per celebration to assist the lead planner in execution and production on celebration day.

This duty consists of but is not limited to the following responsibilities:

- Review, familiarize and adhere to the timeline and scheduling for the celebration alongside the lead planner. Details should be reviewed and discussed with lead planner as needed before the celebration day.
- Assist the lead planner in bringing together all celebration vendors, bridal party and family details the day of the event.
- Assist the lead planner in all celebration day duties, which may be customized to each client and may include an estimated 9-15 hours of work on event day.
- Drive to and from the venue or meeting location as needed per celebration. (To be

discussed before each celebration with lead planner.)

- Occasional moving and styling of event and decor items as needed per celebration. (To be discussed before each celebration with lead planner.)
- Contracted per hour as needed for final client meetings leading up to the celebration weekend. (2-4 hours maximum if requested by lead planner)

## MINOR DUTIES AND RESPONSIBILITIES

What we expect when you are with us:

- Company credit wherever images or videos are posted (including but not limited to submissions, features, blog posts, website portfolio, & social media).

Please use the following credit for each platform:

Design & Planning by Krissy Campbell Celebrations

Instagram: @krissycampbell\_celebrations

Facebook: @krissycampbell\_celebrations

Website: [www.krissycampbell.com](http://www.krissycampbell.com)

- Consistent brand details during every interaction with clients or other vendors.
- Celebration weekends will require a modest and simple black dress or pants with comfortable, but professional shoes (flats, small wedges) unless otherwise agreed upon by Krissy and Associate
- Meetings or interactions with clients and other vendors outside of celebration weekend will require on- brand clothing such as dark or black jeans and a black, white, neutral, soft dusty blue shirt. A great mix of creativity and professionalism is expected.
- High quality work and attitude standards reflective of brand
- We represent all things life-giving, organic, timeless, and refined in order to create the best and most stress-free experience possible for clients and their guests. Our goal is to reflect life and love to our clients, and this should be reflected in everything we do and say.
- Punctuality & timeliness at every meeting and celebration
- We are bringing together a team of professionals, family members, and guests to create an incredible experience. Others will be looking to us to set the example here.

## **QUALIFICATIONS FOR THE JOB**

Education: Bachelors degree preferred

Experience: Experience in the hospitality or event industry for at least two years.

## **KEY COMPETENCIES**

Administrative, Communication, Interpersonal, Organizational, Problem Solving, & Creative Arts skills primary for the role.

## **PHYSICAL REQUIREMENTS**

Possible standing, lifting, walking, pushing and pulling of event items.

## **COMPENSATION**

- \$200 per celebration day (milage over 50 miles will be reimbursed as discussed between Krissy and Associate Planner if vehicle is driven)
- \$15/hour per meeting, planning details, etc.