WITHOUT A HITCH

EVENTS ASSOCIATE

COMPANY DESCRIPTION

Without A Hitch is a day-of event coordination service for the hands-on bride, groom, or celebrant. The business was founded in 2013 and has grown immensely in this short time to become one of the largest event planners in Boston. Clients are booking events through 2027.

You spent months (probably years, even decades) planning your special event and making sure every detail is in place. You've planned, you've tasted and tested, you've booked, and you're ready. Too often, celebrants rely on friends and family to carry out the plans on the big day. Leave it to the professionals!

Services include:
- Pre-event planning sessions
- Onsite vendor coordination (caterer, band/DJ, venue)
- Ceremony supervision
- Reception management

JOB DESCRIPTION

Roles and responsibilities:

- Provide the highest level of customer service and hospitality
- Work as a cohesive team with all Without A Hitch staff members and vendors to ensure efficiency and camaraderie
- Manage client relationships and their needs, including responding to email messages within 24 hours
- Plan one-of-a-kind events, focused on weddings but also including Bar/Bat Mitzvahs, anniversaries, birthdays, and fundraisers
- Create and maintain event timelines
- Serve as the coordinator and producer on the day of the event, in accordance with Without A Hitch's business model
- Represent Without A Hitch at marketing events, as needed
- Other duties, as assigned

QUALIFICATIONS

The ideal candidate for the Events Associate position will be:

- Passionate: Eagerness and aptitude to learn new skills, and ability to adapt to a variety of tasks and shifting priorities. Takes initiative and maintains a positive attitude at all times.
- An excellent communicator: Strong communication and interpersonal skills, with an emphasis on business/personal etiquette and responsiveness, as well as the aptitude to work with a wide range of personalities. Ability to prioritize and multi-task within a fast-paced environment is essential.

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- Organized and dedicated: Able to establish, develop, and maintain strong internal and external client relationships by providing a consistent level of service. Extreme attention to detail is required.
- Committed: This is a minimum one-year, contract, part-time "as-needed" position. The Events Associate will be the lead for an estimated 5-10 events per year, with an average of 25 hours spent working on each event, including the day of the event. The Events Associate will be asked to commit to clients up to one year in advance of the event and must maintain a commitment to Without A Hitch for the duration.

Previous experience in event planning and production is required for this position.

ADDITIONAL INFORMATION

Salary is on a per-event basis and will be commensurate with experience. The Associate must have a flexible work schedule and be available primarily on weekends April-November, as well as limited hours (often remotely) during the week for consultation with clients.

Candidates must be located in New England.

Preference is given to applicants who are interested in growing with our small team and committing beyond one year.

TO APPLY

Submit a thoughtful cover letter and concise resume to Sarah Narcus at sarah@withoutahitchboston.com

Without A Hitch is an Equal Opportunity Employer. Candidates with diverse backgrounds and experiences are encouraged to apply.