

DAY OF COORDINATOR

LSC EVENT PLANNING

At LSC Event Planning, our mission is to transform your vision into unforgettable experiences. We specialize in crafting extraordinary events, from elegant weddings and milestone celebrations to corporate galas. With meticulous attention to detail and a commitment to excellence, we create moments that leave a lasting impression, ensuring a stress-free and enjoyable experience for you and your guests.

We are excited to expand our team and are currently hiring a Day-of Coordinator. The ideal candidate is passionate about turning dream events into reality, has a keen eye for detail, is a quick problem solver, and loves the event industry. As a small business, we seek someone who is eager to help grow the company and, in turn, develop as an event professional. Join us on this exciting journey and become an integral part of our LSC family.

[Website](#) [About Us](#) [Instagram](#)

Key Responsibilities:

- Establish and nurture relationships with vendors and venues.
- Coordinate event details, including seating, dining, and guest arrangements.
- Oversee event execution, promptly addressing any issues that may arise.
- Proactively plan for potential scenarios to ensure the event's success.
- Provide assistance and support to event hosts as needed for a seamless experience.
- Stay informed about the diverse needs of different types of events.

Skills and Qualifications:

- Strong communication and interpersonal skills to effectively network and manage staff.
- Leadership abilities to delegate tasks and support team members.
- Proficiency in logistics to organize practical arrangements and troubleshoot problems.
- Friendly demeanor and a positive attitude to ensure guests and hosts feel well cared for.
- Other Considerations: Due to the nature of this role, all team members must possess a valid driver's license and have access to their own vehicle. Additionally, candidates should demonstrate the ability to stand for extended periods, manage various event tasks, and lift up to 30+ lbs.

Compensation:

- Pay Range: Varies based on the number of events (starting at \$500-\$750 per event/10-15 per year), with meals and travel expenses covered.
- Growth Opportunities: Training and certification opportunities available.

Expected Work Hours:

- Primarily Thursdays-Sundays and evenings, with flexibility based on event schedules.
- Must be available for late hours and be "on call" as needed.

Role Type: Freelance/Contract Position

If you are ready to help us create unforgettable experiences and grow with our company, please email our Founder, Eli Bulay, at info@lsc-eventplanning.com with your name, resume, and a brief introduction of yourself in the body of the email. Feel free to include what makes you unique and provide your social media links!