**WEDDING/EVENTS COORDINATOR & SALES INTERN**

**Thistlewood Manor & Gardens -  Kyle, Texas**

As a full service wedding/event venue in Kyle, Texas, Thistlewood Manor strives to provide extraordinary service to our brides and other clients in an elegant setting of a gorgeous ballroom and lovely grounds.  Events at here may include only use the facility, or our complete service of onsite catering, coordination, and decorating.  Less than 2 years old, we are still growing both in our physical (landscaping) appearance and our marketing presence.  We are looking for some great people to grow with us.  Seating up to nearly 200 guests inside with room for dancing inside our ballroom and many more on the patio and lawn, Thistlewood is the perfect site for a wedding or special event.

Each selected intern will learn the ins and outs of a venue and assist the venue Director and Coordinator with any necessary event and marketing needs. By the end of this program the intern will be able to lead a wedding as if they were the director themselves, understand what goes into planning any type of event, know how to communicate within the event setting, and develop organizational skills and distribution of responsibilities among vendors and other staff.

**Intern Duties**:

* 15-20 hours per week on the grounds  (Flexible hours plus events, usually on weekends)
* Assisting with wedding day set-up including inside and outside for ceremony and reception, last minute needs, and day-of coordination.
* May be asked to be part of the wait staff (serve meal), in addition to assisting Coordinator, when event includes onsite catering.  This would be a paid opportunity.
* Social Media Responsibilities such as: Facebook, Instagram, Twitter, Foursquare, The Knot, Wedding Wire, Yelp, Blogging, etc.
* Client/Lead follow ups via email, mail, phone calls and in person, tours, etc.
* Marketing research and input for ads, networking, public relations, and more
* Wedding Design opportunities using creative and new outlook on things such as centerpieces, décor, etc.
* Vendor Receivable on event days
* Sit in on some logistics meetings with clients
* May have opportunity to be the lead Coordinator on one wedding/event, including timeline write-up, check vendors, write up timeline - acting as day-of coordinator

**Job Qualifications Desired:**

* People skills – phone calls, in person, and email clients and potential clients
* Able to follow instructions, yet be creative and work independently
* Not afraid to present ideas, but not sensitive if not chosen
* Marketing skills, SEO, social media from professional view, ad campaigns
* Computer (Word, Excel) basics, and good with English grammar and spelling

**To apply – contact Tricia Kutrz/Owner Director via Email at** **tricia@thistlewoodmanor.com** **or by phone at 512.268.1900 (office) or 512.426.9942 (cell)**