**Cypress Falls Event Center – Wimberley, Texas - Wedding Events Intern**

Recognized as the jewel of the Texas hill country, Cypress Creek has been a place where people have been able to slow down the hands of time and take in the natural beauty leading back to the days that Native Americans called the bountiful banks home. These same elements are still drawing people to the shores of Cypress Creek and the Texas Hill Country.

Cypress Falls Event Center offers indoor and outdoor facilities accommodating up 250 guests. The staff at Cypress Falls Event center can help plan your event from intimate gatherings to weddings and larger corporate events.

Each selected intern will learn the ins and outs of a venue and assist the venue directors at Cypress Falls Event Center with any necessary event 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. Learning how to communicate within the event setting. Organizational skills and distribution of responsibilities among vendors.

* 18-20 hrs. a week on the grounds (Fridays 12- 6 PM and Saturdays 10AM – 10PM)
* Assisting with wedding day set-up, last minute needs, and or day of coordination.
* Must shadow 2 tours
* All Social Media Responsibilities such as: Facebook, Instagram, Twitter, Foursquare, The Knot, Wedding Wire, Yelp, etc.
* Wimberley/ San Marcos Vendor Relations: Footwork needed for marketing
* Wedding Design: using creative and new outlook on things such as centerpieces, décor, and or room transformation.
* Parking Attendant for up to three weddings/Golf Cart transportation of guests
* Property and Grounds Management: including wiping down chairs, set up table cloths, dining placement
* Vendor Receivable on event days
* One Leadership Wedding: two week/one week check in with vendors, write up timeline, they are the day of coordinator calling the shots