



Lead Coordinator

Job Description:

Tum Hi Ho Events, LLC is looking to bring on talented, enthusiastic, sophisticated individuals that are looking to work with us in helping to bring to life our client's wedding day plans while gaining some industry experience. The position of Lead Coordinator (LC) is part-time casual and offers you a great opportunity to coordinate a client's wedding day. The estimated time spent per client prior to the day of the event, is between 24-36 hours which is comprised of computer work, various calls and in-person meetings with clients, vendors and Tum Hi Ho Management. This role is for someone who is wanting to grow their skills as a wedding coordinator. This position provides great exposure as it both client-facing and vendor-facing and provides hands on wedding experience and a taste of the industry.

Candidate Requirements:

- Industry experience as an assistant coordinator either with Tum Hi Ho Events or another company
- Computer skills a must; literate in Microsoft Office, including Word, Excel, & Power Point
- Knowledge of Google Drive, Squarespace, Cognito (or willing to be trained)
- Valid USA Driving License & reliable access to vehicle
- Availability on weekends, as well as some weekdays and weeknights
- Business Professional Attire required at all events

Desired Skills & Qualifications:

- Creativity and ability to think quickly on your feet is crucial. Being able to come up with possible solutions to any given situation
- Ability to work independently leading up to the event, also as a team on the day-of
- Ability to seamlessly and effectively prioritize multiple tasks at one time
- Take initiative: to see a problem, make a decision about what might be done about it, and then follow through and solve the problem
- Conscientious and effective communicator with client, vendors and THH
- Ability to lead others and motivate and inspire fellow team members

- High energy, resourceful, strong, & not afraid to “get your hands dirty” – we at Tum Hi Ho are “doers”, not “pointers”!
- Guest oriented & Friendly; good eye contact, poised posture, etc.
- Must have a sunny disposition and know how to “turn it on” in public
- Driven to excel in the area of event planning
- Professional appearance; proper grooming, well dressed, make-up, etc.

Lead Coordinator Pre-Event Responsibilities:

- Communicate with all guests, vendors, clients and client families with utmost respect at all times prior to and on day-of event
- Attend invited pre-event meetings and teleconference calls related to events you will be coordinating
- Create timelines for clients and vendors based on clients questionnaires to ensure all details are pertinent concerning the event
- Creating, editing, and updating client files and event sheets including but not limited to, final guest count, day-of timeline, menu selections, linens, room layout, vendor information, and special requests
- Conduct an in-person visit with venue, client & vendors (optional) 4-6 weeks prior to the event to conduct full walkthrough of event spaces
- Meeting with Tum Hi Ho Management on every major milestone as outlined on Lead Checklist and receive approval on work before proceeding
- Fully comprehend and communicate teams specific roles for each event by scheduling and hosting a pre-event meeting the week-of the event
- Identify any areas of concern of your role or questions to your Lead prior to the event to ensure transparency

Lead Coordinator On-Site Responsibilities:

- Overseeing and managing the correct set-up of the events (s) with all vendors
- Ensuring VIP's throughout the course of the event (clients, clients' families, wedding parties, vendors, etc.) are taken care of by team members
- Greet guests prior to the start of each function and maintain presence at events in order to provide prompt response to any guest needs or requests that may arise
- Directing guests to appropriate areas as needed throughout the day (i.e. washroom, exits, parking, bar, etc.)
- Assisting vendors with their set-up by being close at hand to answer questions with regards to product placement
- Continually aiding the Assistant Coordinators and banquet staff where necessary during the entire event
- Ensuring that all details are performed as per the event booklet
- Being a resource to the Bride & Groom with regards to what's happening

next in the schedule.

- Trouble-shooting and acting quickly when unforeseen events arise and taking independent or team action to seek resolution
- Collecting payments from clients on behalf of the company
- Disbursing payments to vendors on behalf of the client (if client signs waiver)
- Disbursing payments to THH staff upon completion of the event
- Seeking reviews and completion of THH survey from clients and vendors upon completion of the event (*if applicable*)

