

# WEDDING PLANNER ROLE

## *with Hire a Bridesmaid*

### **ABOUT THE BUSINESS:**

Hire a Bridesmaid is a wedding planning, coordinating and MC-ing business, owned by Kerstyn Walsh and based in Sydney, Australia. Whilst most of our business is domestic and local to New South Wales, we also cover anywhere our clients plan their weddings- including Melbourne and Victoria, Queensland, and overseas in the USA; LA and Palm Springs, specifically.

Hire a Bridesmaid began in 2015 after Kerstyn saw one of her dear friends completely stressed out on her wedding day. She was there to MC the reception and agreed to turn up early to help out. There were many last minute tasks that required completion, the bride was under pressure, and Kerstyn decided then and there that she wanted to make sure no other couples felt this way on their wedding day.

### **ABOUT OUR IDEAL APPLICANT**

We are looking for an upbeat, positive personality to join our team! Our brand's motto is all about professional fun, which means we do our job well and have fun while doing so! Our clients come to us to help eliminate the stress of planning a wedding, and take care of the logistics on the day itself.

Our ideal applicant will handle the following tasks (and more, if you feel up to it!)

- Researching venues and suppliers
- Budget management and negotiation
- Sourcing hire items
- Providing weekly updates and communicate with clients
- Creating run sheets and timelines using our templates
- Liaising with other vendors/suppliers via email and phone
- Politely chasing up people, as required
- Creating mood boards and Pinterest pages
- Support our clients like the "professional bestie" they need
- Coordinating all the moving parts on the wedding day

Our preferred applicants will have:

- An ABN
- A valid driver's licence and access to a car
- Events and/or wedding experience NOT necessary, we can have fun learning!
- High level customer service skills
- Excellent communication skills, written and verbal
- An ability to prioritise

Our ideal applicant will be:

- Organised
- Resourceful and innovative
- Highly-motivated
- Knowledgeable
- Willing to learn
- Reliable
- Efficient
- Proactive
- Energetic and enthusiastic

# HELLO WEDDING LOVER!

I'm Kerstyn and I'm the director and original professional bestie at Hire a Bridesmaid! I've been a performer on stage for most of my life- singing, acting, dancing; anything that involved a crowd. So it seemed only natural that I would hop on the mic and MC weddings! After 7 years working in real estate sales, I left and started my business helping couples enjoy a stress-free wedding experience, from their engagement all the way through to the big day. While I built my business from the ground up, I worked for a big events company, managing their staff and working in high-level customer service at large stadium events and concerts. I loved it, but I knew my calling was to help couples prepare for their weddings. My personal vibe is professional, positive, enthusiastic, encouraging and fun; all the things you'd expect from a Bridesmaid and how wedding planning should be! This is the tone we carry across all our business communications, from social media to client calls and our website- we want our clients to know that we have their backs and that they can trust us to manage their wedding plans, just like the bestest of besties. I love what we do, and I love that we can take a little stress away from our clients throughout their wedding planning process.

Our job as wedding planners is interesting, rewarding and so much fun, but it doesn't come without a little hard work- especially under the high pressure situation of a wedding day when there are multiple plates spinning and we're the ones in charge! But I'm very proud to say that from experience, we've learnt how to best manage ourselves and take care of our clients in any situation.

When I'm not at weddings, I'm practicing my acting and singing skills in my lounge room and meeting up with friends. I love how flexible this job is.

As a lot of weddings have been postponed, the amount of work available has lessened, but what better time for us to start getting to know each other and learning how best to work together! I'd love to chat with you more about the role and answer any questions you might have. Please feel free to call me any time on 0402 846 886.

*Kerstyn Walsh*

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kerstyn@hireabridesmaid.com.au

www.hireabridesmaid.com.au



## ABOUT THE ROLE:



Casual Trainee Wedding Planner - Introductory rate of \$35 per hour including super, with increase to \$45 per hour including super after 3 month trial period. Travel fees covered for destination events. Initially the applicant may only be required for a few hours a week, until weddings pick back up again. Weekend work optional, but we'd love to have you there!

This role would suit someone looking to start in the wedding industry and get paid while learning!

## HOW TO APPLY:

Please forward your resume and cover letter, addressed to Kerstyn to [hello@hireabridesmaid.com.au](mailto:hello@hireabridesmaid.com.au)