



OLD
LUXTERS
BARN

Assistant Wedding & Events Operations Manager

at:

Dorney Court SL4 6QP & Old Luxters Barn RG9 6JW

Dorney Court & Old Luxters Barn is looking for an on-day Assistant Operations Manager to join our growing business to help and support the main manager.

Event Day Duties:

- Help support the main Operations Manager throughout the day.
- Forward planning and executing from a pre-planned event/wedding file.
- Discussing and working with our head chef closely to manage the food timings as well as all the dietary requirements.
- Help manage the timings for the day
- Checking the quality of the layup and guiding staff to amend accordingly.
- Working with suppliers to facilitate layups and request for a smooth setup, performance and de-rig.
- Communicating closely with the couple or event organisers.
- Being able to think fast and react quickly to change of plans.

Hours:

Depend on the event – however the following shifts are typical:

- 10am – 9pm
- 1pm – close
- 10am – close
- Dates will be offered to you roughly 8 months in advance and you can book on the ones that suit you. Once booked onto a date we kindly ask that you do not cancel.

Training:

- Training: Will naturally be offered to help aid and guide you to learn your surroundings, tips as well as general set up techniques.
- Next Stage: After about 3 shadow sessions, your teacher will work with you and your comfortability.
- Experienced: Once you are fully trained, yourself and teacher are happy you can then move to the experience pay.



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Wage: Self Employed – Invoices processed after each event

- Training: Roughly 3 shifts: £12ph
- Next Stage: £14ph
- Experienced: £17ph

Key Qualities:

- Catering experience essential
- Wedding / front of house experience
- Experience in managing other staff members
- Smiley, friendly, well presented & professional.
- Well organised
- Team player
- Good patience – cool as a cucumber under pressure!
- Interest / knowledge of wedding industry
- Ability to multi-task
- Efficient time management
- Caring & compassionate
- Self-motivating
- Drive own vehicle & happy with the location
- Uses own initiative
- Good eye for detail

If you can answer yes to all of the above, then get in contact!

To apply send CV & covering letter to lucie@oldluxtersbarn.co.uk (Mon – Fri 9-5)