



# Wedding & Events Operations Manager

at:

Dorney Court  
Windsor SL4 6QP

(Between Eton & Windsor)

Dorney Court is looking for an on-day Operations Manager to join our growing business.

[www.dorneycourt.co.uk](http://www.dorneycourt.co.uk)

## Event Day Duties:

- Managing a team of waiting staff to direct them accordingly 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.
- Manage the full timings of the day. Directing guests and prompting MC's.
- 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:

- On day timings range from 14 -17 hours. Generally, 10am – 1am but depends on the wedding/ event. 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 as your name will be in our client files.

## Training:

- Training: Will naturally be offered to help aid and guide you. Initially you will shadow another Operations Manager for the full shift. To learn your surroundings, tips they have picked up, as well as general set up techniques.
- Next Stage: After about 3 shadow sessions, your teacher will work with you and your comfortability for you to lead and they support.
- Experienced: Once you are fully trained, yourself and teacher are happy you can then start taking full lead of your weddings/events with phone support should you need.



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**Wage: Self Employed – Invoices processed after each event**

- Training: Roughly 3 shifts: £15ph
- Next Stage: £17ph
- Experienced: £20ph

## **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](mailto:lucie@oldluxtersbarn.co.uk) (Mon – Fri 9-5)

