



JOB DESCRIPTION

Job Title: Weddings and Events Coordinator

Reporting Relationship: Reports to the Director of Events and Cultural Programs

Job Summary

This is an opportunity to be a part of iconic Grace Cathedral and its continued growth. We're looking for a capable and energetic event coordinator with a passion for helping to drive the impact of our mission.

The successful candidate will oversee weddings at Grace Cathedral from couple's first inquiry to rehearsal, and pursue opportunities to promote a strong public and brand image with external audiences. She or he will assist in the production and administration of cultural events, including concerts, lectures, The Forum, art exhibitions, stage and theatrical performances. In addition, this position is responsible for all space rentals at the cathedral. The ideal candidate will have previous experience with coordination of small and large, public and private events. The position requires 40 hours per week commitment, usually Tuesday through Saturday, with about half of the time devoted to weddings and half to cultural programming and space rentals.

Employment Classification: This is a full-time, non-exempt position.

Primary Duties & Responsibilities

- Serve as point of contact for wedding couples; respond to inquiries; conduct tours; describe policies and procedures; prepare contracts; coordinate with officiant, music and verger staffs; coordinate printed program; and facilitate at rehearsals and ceremonies.
- Develop and maintain wedding materials and collateral, including promotional packets, wedding handbook, etc.
- Develop and implement a new tactical and achievable plan for promoting weddings at Grace Cathedral in collaboration with the Director of Events and Cultural Programs. This could include relationship development with wedding planning professionals, connections to key strategic networks and enhanced marketing.
- Develop and maintain records for wedding or event; data entry
- Post wedding or event on all calendars
- Provide music data to organist; recruit, if necessary, solo musicians
- Communicate details of wedding or event to all relevant staff
- Provide event support for arts and cultural events in close collaboration with the Director of Events and Cultural Programs.
- Serve as point of contact for all space rental requests; conduct tours of property, prepare contracts, and act as host for the events.
- Maintain timelines, checklists and planning sheets, providing reminders when required
- Research and write content for website, print collateral, event programs etc.
- Submit payments to accounting



Skills and Experience Required

- 3-5 years of experience in event planning.
- Excellent organizational skills and the ability to handle many tasks in an efficient and timely manner
- Proven marketing skills in the development of collateral and digital content, including social media.
- Familiarity with the Episcopal Church preferred.
- Proficiency with Mac or PC, and Microsoft Office Suite.

Qualifications Required

- Bachelor's degree
- Ability to handle high-intensity situations with grace and humor
- Strong communication skills, with proven ability to write effectively and speak persuasively
- Ability to identify priorities and adjust to changing priorities quickly in a fast-paced environment
- Detail oriented

Personal Qualities Required

- Commitment to the mission of Grace Cathedral and to the organization's strategic goals
- Strong collaboration and relationship skills
- Strength in work ethic, team orientation and commitment to quality
- A commitment to professionalism, diversity and respect in the workplace and beyond
- Ability to work nights, weekends, and holidays as required
- Excellent judgment and discretion

About Grace Cathedral

Grace Cathedral is home to a community where the best of Episcopal Christian tradition courageously embraces innovation and open-minded conversation, where inclusion is expected and people of all faiths are welcomed, where beliefs are put into action and where people are encouraged to seek God and progress on their own spiritual journey. This renowned San Francisco landmark serves as a regional magnet where diverse people gather to celebrate, seek solace, converse and learn. Many people walk through our doors every day and all are welcome. They come to participate in worship and other services, to walk the labyrinths, to seek a peaceful place, to pray, or simply to visit the third-largest Episcopal cathedral in the United States.

To Apply: Send cover letter and resume to jobs@gracecathedral.org. Please include the job title in the subject line: Weddings and Events Coordinator.

Open until filled. Start target date August/September.