

**Job Description:** Wedding Venue Event Staff Member  
**Type:** Part-Time (Event Days Only, Approx 35-40 hours a month)  
**Location:** Sun Valley (10000 Edwards Lane, Chagrin Falls)



**Overview:**

Sun Valley, a beautiful exclusive wedding venue, is seeking a dedicated and professional Event Staff Member to oversee and execute events with precision and care. As a representative of the venue, this individual will serve as the primary liaison between the venue, vendors, and wedding clients on event days, ensuring a seamless and memorable experience for all.

**Key Responsibilities:**

- **Venue Representation:** Act as the main point of contact for clients and vendors on event days, embodying the professionalism and elegance of Sun Valley.
- **Event Execution:** Manage and oversee the setup, execution, and/or breakdown of events according to the agreed-upon details and timeline.
- **Vendor Liaison:** Collaborate with wedding planners, caterers, florists, and other vendors to ensure smooth coordination throughout the event.
- **Bartender Oversight:** Supervise bartenders to ensure compliance with venue policies and maintain service quality.
- **Building Management:** Handle opening or closing procedures, ensuring the venue is prepared and secured before and after events.
- **Issue Resolution:** Respond promptly and effectively to any issues or challenges that arise during events, maintaining professionalism and a solutions-oriented approach.
- **Venue Maintenance:** Ensure the venue remains clean, organized ' in excellent condition during and after the event.

**Qualifications:**

- Previous experience in event management, hospitality, or a related field preferred.
- Strong organizational and problem-solving skills.
- Excellent interpersonal and communication abilities.
- Ability to remain calm under pressure and handle multiple tasks simultaneously.
- Ability to think quickly to problem solve.
- Flexibility to work evenings, weekends, and holidays as required by event schedules.
- Reliable transportation and punctuality.

**Physical Requirements:**

- Ability to stand, walk, and be active for extended periods.
- Capability to lift or move objects up to 25 lbs as needed.

**Compensation:**

Competitive hourly rate based on experience.

**Why Join Sun Valley?**

At Sun Valley, we pride ourselves on delivering unforgettable wedding experiences. Joining our team means being part of a supportive, dynamic environment where your contributions help create cherished memories for couples and their loved ones.

**How to Apply:**

Interested candidates should send a resume and brief cover letter to Jennifer Hartman at [hello@sunvalleyohio.com](mailto:hello@sunvalleyohio.com)