

New Orleans City Park Part-time Job Vacancy Notice: Wedding Host/Hostess



New Orleans City Park is seeking part-time **Wedding Host/Hostess** to assist with directing the flow of wedding receptions, including the set-up and break-down of City Park weddings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Sets up the bridal room and ceremony, including the guest book, gift, and cake tables, and ensures that all special set up instruction on the BEO are carried out.
- Coordinates the wedding ceremony;
- Greets the bride and groom and bridal party at front entrance with champagne;
- Assists the photographer with photos by making sure the members of the bridal party, and family are gathered together when needed;
- Directs the flow of the reception by following the agreed upon timeline;
- Serves bride and groom food and drink;
- Ensures that parents, families and bridal party, are being served food and drink by the Bridal Attendant;
- Prepares the bridal basket and going away box;
- Prepares the take home boxes of food for the bride and groom's parents;
- Fifteen minutes prior to end of function, begin packing cars with gifts, leftover food and any other belongings to leave with family.
- Pack bride and groom's car with going away basket, and any belongings leaving with them;
- Assist with the breakdown of the cake tables and gift table

EDUCATION and/or EXPERIENCE:

- High School education/GED with one to two years of customer service experience required
- Must possess a current driver's license.
- Ability to work nights, holidays, and weekends as business dictates.
- Must be able to work outdoors.

*Apply in person at the City Park Administration Building, located at 1 Palm Dr., Monday through Friday, from 8AM to 4PM, or email your resume to hr@nocp.org.