



Pope Resources
A Limited Partnership

JOB POSTING

TITLE: Summer Wedding & Events Assistant

DATE: January 29, 2019

HOURS: 15-25 hrs/wk (mainly Friday - Sunday) April – October, 2019

DEPARTMENT / AREA: Port Gamble, WA

PAY: \$12.00 - \$13.50 an hour

Looking for summer employment and would enjoy helping to make a special event run smoothly? Port Gamble Wedding & Events, located in the quaint historic town of Port Gamble just 15 minutes outside of Poulsbo, is seeking a reliable Wedding & Events Assistant for the summer. Come join our team and help make our busy wedding season a success!

During each event, the assistant will support the wedding staff to ensure a well-run event for the wedding party. Duties include:

- Perform opening and closing procedures for venues
- Set up and break down tables and chairs
- Monitor grounds and buildings during events and keep areas clean and free of litter
- Work with wedding staff and party vendors to ensure a positive guest experience and a smooth and timely closing of event
- Pick up and drop off rental equipment (driving company vehicles) as needed

Successful applicants must be a high school graduate or equivalent as of mid-June, 2019, be able to work independently, and take initiative to provide excellent service and a professional image. Experience in the hospitality industry a plus. Must have transportation to Port Gamble, ability to lift equipment such as chairs, tables, and other décor (up to 25 lbs.), be on feet and moving around during entire shift and work evenings, weekends and holidays.

This is a fun summer job being involved in one of the most important days of our guest's lives. If you are reliable, hard-working and enthusiastic, this is a great opportunity for you.

For more information and to apply visit our job posting on [Indeed.com](https://www.indeed.com) or send a resume directly to jobs@orminc.com.

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