



**Schlitz Audubon**  
Nature Center

## **WEDDING COORDINATOR**

### **OVERVIEW**

[Schlitz Audubon Nature Center](#) conserves our land's diverse habitats on Lake Michigan and provides meaningful experiences and environmental education for all. Located nine miles north of downtown Milwaukee on the shore of Lake Michigan, the Center offers six miles of trails that take visitors through 185 unique acres of forests, wetlands, restored prairies, ravines, bluffs, and a shoreline beach. Annually, Schlitz Audubon reaches over 161,000 community members and nearly 20,000 children participate in our nature science education programs. Over 155 preschoolers are enrolled throughout the school year in our nationally recognized Nature Preschool. Schlitz Audubon is an Equal Opportunity Employer (EOE).

### **PURPOSE OF THE POSITION**

Schlitz Audubon Nature Center provides a stunning venue for wedding couples to exchange vows and celebrate with their families and friends. We are looking for our perfect match: a wedding coordinator with customer-service focused personality who loves the idea of helping couples create the perfect day! Our wedding coordinator will greet our clients on their event day, follow a determined timeline and task list while being prepared for quick decision making within our Center's guidelines and objectives. This position is filled with incredible interactions with professional industry vendors and families who believe in love and the Center's mission.

### **ESSENTIAL FUNCTIONS**

Our Wedding Coordinator will:

- Assist with wedding tours at the Center with potential clients
- Meet with booked wedding clients to create their perfect celebration
- Oversee wedding rehearsals and celebrations in the afternoon/evenings on Fridays, Saturdays and some Sundays
- Work closely with our Event Assistants to ensure a seamless execution of weddings
- Oversee the bar needs including ordering, stocking and inventory
- Report to the Rental Manager who provide ample support and teamwork
- Have a 4-year degree from an accredited college or university

Our perfect match has impeccable verbal and written communication skills, incredible customer service and an eye for quick, stress-free solutions. They have no problem managing multiple tasks and setting priorities while always being an incredible team player to our important industry partners and Center colleagues.

This position will use Microsoft Office and have experience with budgeting and reporting. Familiarity with event planning, catering and hospitality concepts is strongly desired.

### **HOURS**

The position is 20-30 hours per week with flexible office hours on Thursday and Friday, and on-location events Fridays, Saturdays and some Sundays generally 1:00pm – 8:00pm, particularly May - October. The position offers competitive pay, accrued PTO and is open to other job responsibilities and growth!

### **TO APPLY**

Send your cover letter, resume and three professional references to the Rental Manager at [rental@schlitzaudubon.org](mailto:rental@schlitzaudubon.org) with *Wedding Coordinator* in the subject line.