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Stonefields Event Assistant – Job Posting (part-time, seasonal)

Are you passionate about people and events? Would you love to be a contributing member of a growing and dynamic wedding and special events team?

Stonefields is a unique country destination event venue that started as a dream shared by its two owners who wanted to combine their passion for people and events. We have built our reputation on our ability to offer a unique and personalized approach to the business, along with our commitment to superior customer service. We love what we do. We are looking for that same kind of passion and dedication in our newest team member. The ideal candidate will be instrumental in delivering fabulous events for our cherished clients.

The Event Assistant role is a part-time, seasonal role.

We are looking for a dynamic and highly motivated individual, who is enthusiastic and quick to learn. You must be a team player who can also work well independently. You must have strong organizational, interpersonal and communication skills. We want a true self-motivator who is eager to contribute to our success. Your hours will typically run on event days (mostly Saturdays with some Fridays and Sundays and the odd weekday) 9am-6pm from June through mid-October with an opportunity to return for future seasons and grow with the company. The role starts June 1st.

The Event Assistant role is critical in setting up the venue for the day's event. Attention to detail and an eye for perfection is key. Specific areas of setup include the farmhouse and pub for the wedding day preparations, the ceremony site, the cocktail hour terrace and the reception tent. In addition to preparing the sites, this role will include working with a team to ensure every detail is taken care of before the guests arrive. From linens to vintage signage, picnic baskets and champagne, water stations and cocktail tables, patio lights and bridal emergency kits, candles and guest amenities, the details are what makes Stonefields stand out! These are just a few of the details that this role would be responsible for.

T: (613) 253 3313 | 1985 9th line beckwith carleton place ON K7C 3P2 | stonefieldsheritagefarm.ca

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Position requirements:

- Commitment to all event dates
- Reliable and hard-working
- Ability to think independently and to problem-solve
- Excellent communications skills
- Inherent sense of teamwork and strong leadership skills
- Related experience or education an asset
- Bilingualism also an asset

Stonefields provides a flexible work environment with career advancement potential and, most importantly, the opportunity to make a difference in the lives of all those celebrating special milestones.

Please send your resume and cover letter describing why you would be a fit for this position to info@stonefieldsheritagefarm.ca by May 5, 2014. No phone calls please.

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