



## **Lead Event Designer**

### Full-time Position at Avant Gardenia

**Job Description:** The Lead Event Designer manages and participates in all stages of the event as it relates to floral design and the overall aesthetic, beginning with the conception/design process through the execution of the event. This creative and personable individual will meet with potential clients and create custom design concepts based on the vision, needs, and budget. They will produce comprehensive proposals for the clients and manage all communication prior to and following booking. In addition, the individual will also be involved with producing the floral designs prior to the event and will lead our install team and manage the design execution on the day of the event. They will also assist on the floral design and execution of other events in the case where they have no events of their own booked on a particular week.

#### **Responsibilities:**

- Meet with potential clients to discuss their event before creating custom, detailed proposals that align with their vision and budget
- Manage timely and thorough communication with all clients as well as manage the booking process
- Create floral recipes/orders for booked events + supply orders prior to order deadline
- Produce high-end, quality floral designs that are mechanically sound
- Manage booking and communication with any décor subcontractors (i.e. lighting/furniture)
- Assist in the processing and care of flowers upon delivery and prepping necessary supplies for each event
- Effectively lead event installs for the events you've designed and booked

#### **Requirements:**

- 2+ years of high-end wedding design and sales experience
- Must have an eye for design and aesthetics and a passion for events
- Organized, detail-oriented, self-motivated, and deadline-oriented
- Capable and engaging writer
- Is open to design feedback and direction
- Professional and positive demeanor with clients and team
- Takes initiative and a problem solver
- Works well under pressure and in a fast-paced environment

#### **Schedule:**

- Typically Tues - Sat during wedding season.
- Must be available most weekends during the wedding season.
- The schedule for the off season will vary.

#### **Compensation:**

- Salary based on experience + Commission on event sales
- Additional compensation opportunities available for event breakdowns

PLEASE SEND RESUMES & PORTFOLIO OF RECENT WORK TO:  
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