



## Job description

### Wedding Planning and Design Assistant (50%)

At GAEA.DESIGN, we set the bar for creative event design and flawless organization. We believe that every wedding deserves its own unique story, expressed perfectly through design and organization. In the dynamic world of the event industry, we bring dreams to life and create unforgettable memories.

As a Wedding Planning and Design Assistant (50%), you have the exceptional opportunity to unleash both your organizational and creative instincts. You'll not only be involved in event planning but also play a central role in visual design. This dual position allows you to seamlessly blend precision and design into a cohesive experience.

#### Roles and Responsibilities:

- Communicating with clients to understand and implement their preferences, wishes, and requirements.
- Engaging with suppliers and venues to gather quotes, negotiate contracts, and coordinate services.
- Developing creative concepts, themes, and design directions for decorations.
- Compiling mood boards, sketches, and visual presentations.
- Creating budget plans and overseeing the financial aspects of event planning.
- Crafting event timelines and schedules.
- Coordinating logistics and on-site implementation of design and decoration elements.
- Assisting in troubleshooting and managing unexpected incidents during events.
- Being present at events to ensure smooth operations and provide guests with a top-notch experience.

#### Requirements:

- Commercial apprenticeship or completed education in event management, tourism, hospitality, or related fields.
- Enthusiasm for weddings, event planning, and aesthetic design.
- Strong organizational skills and ability to multitask.
- Effective communication and flexibility.
- Proficiency in MS Office, familiarity with event management software is advantageous.
- Excellent English language skills in both spoken and written form.
- Valid driver's license (Category B).

#### Benefits for You:

**Flexibility:** The 50% position allows for work-life balance and time for personal interests.

**Flexible Working Hours:** You determine your schedule according to your rhythm.

**Remote Work:** The opportunity to work from home.

**Creativity & Team Spirit:** Room for your ideas and involvement in event design.

**Mentoring:** Collaboration with experienced professionals.

#### Does taking a key role in shaping unforgettable wedding events resonate with you?

If so, we invite you to be part of our dedicated team! Send us your application, including cover letter, CV, and portfolio (if available), to [hello@gaea-design.com](mailto:hello@gaea-design.com). We're looking forward to getting to know you!

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