

As a Weddings and Events Seasonal Assistant, you will gain knowledge in day-of wedding and event set-up and preparations. Port Gamble is actively promoting itself for festivals and special occasions. This position also allows - at times - to aid in some of the creative aspects of preparing and advertising our weddings and events. In our effort to actively promote Port Gamble, employees (including seasonal staff) often attend Wedding Shows, Business Trade Shows and various meetings throughout the area. Due to the fact that weddings and events are typically scheduled on weekends, most of the scheduled hours for this position will also occur on weekends.

You must be a reliable person, maintain a business-professional appearance and provide your own transportation to and from Port Gamble. This position is ideal for someone attending college and looking to make a little income while gaining experience in the hospitality industry.

What the Seasonal Assistant position is:

- Day-of event set-up and tear down
- This job takes muscle
- Rolling, lifting, folding and unfolding of our tables and chairs (50 lbs, min)
- Light cleaning of facilities including occasional garbage runs
- Occasional assistance in administrative duties
- \$10/hour
- Anywhere from 20-39 hours a week

What the Seasonal Assistant position isn't:

- Glamorous, "J-Lo"-style wedding planning
- Full time
- Benefits

Here's what we want:

- Resume
- Cover Letter
- Letter of recommendation from a previous employer (preferably local to the North Kitsap area)
- Three references. Two personal and one business (preferably locals to the North Kitsap area)

From your submissions, we should see that you have your High School diploma, Associate Degree (or higher) in a business or customer service-related field.

If you grab our attention, we'll be in touch. Send us an e-mail (feel free to send in a photo, we love putting a "face to a name") and we can get things started. Please email to: portgamble@orminc.com