



## WEDDING & EVENTS MANAGER

Reports to: Head of Events

Salary: TBC

### JOB DESCRIPTION

#### TASKS INCLUDE BUT ARE NOT LIMITED TO:

- Liaising with clients to create bespoke and creative floral quotes based on their brief or requirements. With a focus on small to mid-size corporate and wedding briefs.
- Liaising & relationship building with venues and other industry teams such as agents/event planners, catering, production, etc.
- Managing the delivery and install of events on site including overseeing teams of freelance florists and crew to ensure set-up is done to a high standard and on time.
- Creating event sheets for confirmed events in an efficient and timely manner.
- Ensuring all enquiries are followed up and recorded in our CRM system.

#### SKILLS REQUIRED:

- Must have prior experience working in the events services industry or/and floral design.
- Excellent verbal and written communications skills.
- Passionate about the wedding and event industry.
- Highly organised and self-motivated.
- Creativity! Able to bring fresh ideas and adapt to different design styles or briefs with an excellent eye for detail.
- Able to multi-task and manage multiple projects at once.
- Able to work in a fast-paced environment and turn work around under tight deadlines.
- Strong people skills, with the ability to build a rapport with clients and other industry professionals.
- A knowledge of flowers is useful but not essential.
- Telepathy and patience to be able to read some client's minds...

Will be required to work on events in the evenings, weekends or early mornings as needed.

At Pinstripes & Peonies, we're proud to be a parent-friendly workplace and are happy to discuss working hours that fit around your parental responsibilities.

Pinstripes & Peonies is an equal opportunities employer. We welcome applications from all suitably qualified candidates, regardless of their age, race, gender, sexual orientation, disability or religion/belief.

To apply, please send a CV and cover letter to Amelia Kennedy, General Manager: [amelia@pinstripesandpeonies.com](mailto:amelia@pinstripesandpeonies.com) by Friday 22<sup>nd</sup> May 2026.