



WEDDING & EVENT PLANNER

Portland Spirit has been creating special memories for passengers from all over the world for more than 30 years. The Wedding & Event Planner will be responsible for booking and planning weddings, as well as, a variety of other social and corporate events onboard Portland Spirit ships. This role involves guiding clients through the event planning process and documenting all client conversations in order notes to ensure flawless execution by the cruise manager. Additionally, the Wedding & Event Planner is expected to generate and close new sales from web and phone inquiries to meet required sales goals.

Supervision

Reports to the Director of Sales & Marketing and works closely with the Senior Sales Manager and Senior Event Planner.

Duties & Responsibilities

Event Planning:

- Plan and coordinate weddings and private events on our vessels (three yachts and one jet boat).
- Assist clients in selecting the best vessel for their event type and size.
- Actively listen to client requests, document details, and communicate them internally.
- Respond to private event and group inquiries, securing sales from incoming leads.
- Maintain detailed client files with comprehensive information in the reservation system to ensure seamless communication with cruise managers, captains, and service staff.
- Work closely with cruise directors and vendors to confirm event details and setup accuracy.
- Attend weekly sales meetings and food & beverage meetings to review upcoming events.
- Collect signed contracts, deposits, final payments, and guest counts.
- Conduct post-event follow-ups with clients.
- Assist on board assigned cruises as needed, particularly during the training period.

Sales:

- Respond to all wedding inquiries from the website and other wedding platforms.
- Book events and prepare written proposals, contracts, and invoices.
- Maintain client and prospect relationships through phone, email, mail, and in-person interactions.
- Answer incoming group and charter sales calls.

- Build a client base through proactive outreach and timely follow-ups.
- Conduct fleet tours for potential clients.
- Negotiate contracts with clients and service providers.
- Contribute to team sales efforts to meet and exceed sales goals.
- Maintain and update venue listings on wedding websites while seeking new promotional opportunities.
- Attend assigned wedding trade shows and other industry-related events.

Qualifications

- Minimum of 2 years of event planning and/or sales experience required.
- Experience in special events, weddings, catering, or hospitality sales preferred.
- Bachelor's degree or equivalent work experience in a related field.

Skills & Abilities

- Proficient in computer use and data entry.
- Strong math skills.
- Excellent written and verbal communication.
- Professional office and telephone etiquette.
- Strong time management and dependability.
- Self-motivated and proactive team player.
- Highly organized and detail-oriented.
- Skilled in identifying and solving client challenges.
- Ability to multitask in a fast-paced environment.
- Physically able to navigate multi-level office spaces, vessels, ramps, stairs, and park facilities.

Salary & Benefits

- Hourly rate (DOE)
- Eligible for robust quarterly cash bonuses and monthly gift card incentives (after 90 days)
- 100% company-paid medical and vision insurance for employees (family coverage available)
- Dental coverage available
- Holiday pay
- Paid Sick time – up to 40 hours annually
- Paid Vacation – up to 80 hours annually
- 401(k) participation with employer match (after 6 months of employment)
- 50% family member discount on select cruises

Hours

- 40 hours per week
- May include occasional evenings and weekends, particularly during training.

For consideration, please send a resume and cover letter to hr@portlandspirit.com.

Visit our website for more information about the Portland Spirit at www.portlandspirit.com