



## Director of Weddings

**V. Sattui Winery** is a 4<sup>th</sup> generation family owned and operated winery in the heart of the Napa Valley. As one of only five wineries permitted to host weddings in the Napa Valley, VSW has established a reputation as one of the most extraordinary wedding venues in wine country. Our property consists of a magnificent stone winery building with underground cellars, multilevel stone terraces, and spacious grounds and gardens. Since 1987, weddings have become an integral part of the marketing and success of our brand. VSW offers wedding parties and their guests a full-service program, including in-house catering by a Michelin-Star Italian Chef during the wedding season.

VSW is hiring a **\*\*Director of Weddings\*\*** to oversee and execute wedding sales through operations at the iconic winery location in Saint Helena, California. This is a full-time exempt position.

Reporting to the Director of Winery Events, the **\*\*Director of Weddings\*\*** position is responsible for maximizing revenue and managing all aspects of weddings from initial inquiries, site visits, sales, contracts, and communication with couples through event execution. It also includes marketing development and management of our advertising outlets.

### Qualifications:

The ideal candidate will be:

- Passionate and experienced in wedding planning and event execution
- Able to thrive in a fast-paced environment while managing multiple accounts simultaneously
- Bachelor's degree in relevant field preferred, but not required
- 3-5+ years active experience in wedding planning and hospitality
- Outstanding interpersonal skills and communication (both written and verbal) with clients, vendors, co-workers and management
- Knowledgeable of contract creation, management, and financial reporting
- Effective in handling problems, including anticipating, preventing, identifying, and solving problems as they arise
- Maximize efforts towards productivity, identify problem areas and assist in implementing solutions

## Principal Duties and Responsibilities:

- Oversee all sales and event planning operations at the venue. Ensure VSW core values and standards are consistently maintained and enforced
- Manage sales and monthly revenue reports and wrap ups delivered to Director of Winery Events and the President of VSW
- Respond to all wedding inquiries in a prompt and professional manner, assisting clients on options best suited to both the couple's needs and the winery's successful operation while providing excellent service
- Conduct site visits and follow ups with the potential clients to secure future business
- Prepare contracts and invoices and process all booking and collection of payments with attention to deadlines and accuracy
- Multitask and prioritize departmental functions to meet deadlines
  
- Stay updated with industry trends, continually seeking opportunities from unique resources such as wedding professional associations, bloggers and influencers, vendors, and sourcing sites
- Approach all encounters with guests and employees in an attentive, friendly, courteous, and service-oriented manner
- Collaborate with marketing department to increase leads
- Conduct personal consultations, wedding planning meetings and final meetings for clients through closing the sale and finalizing contracts with clients.
- Execute and/or participate in weddings as needed
- Strong computer skills including Microsoft Word, Excel, Outlook, and Google Docs
- Assist with planning and execution of 6 large wine club member events

## Physical Requirements

- Ability to work on feet for extended periods, including stairs.
- Ability to lift up to 40 pounds.
- Must be able to assist as needed with event set-up, including the moving of tables, chairs, glass racks, etc.

Interested candidates should submit a cover letter detailing what they can bring to this specific position, along with a resume directly to Monica Flick at [monica@vsattui.com](mailto:monica@vsattui.com).

Full-time employees enjoy a great benefits package, which includes PTO, sick leave, medical, dental, vision, wine and marketplace discounts, and a 401(k) with employer match.

VSW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Salary Range – 75k-85k annually based on experience and incentives