SEEDLING AND SAGE
A LOCALLY GROWN CATERING CO.
WWW.SEEDLINGANDSAGE.COM

Join our team! Modern farm to table catering company seeking an enthusiastic, design-oriented, talented Event Designer. Seedling & Sage specializes in planning events all over the Philadelphia region and the suburbs. We specialize in unique locations like barns, farms, arboretums, distilleries and private homes. We don't just create menus, we style events and, most important – We Make People Happy.

POSITION:
Event Designer – Part Time Hybrid

Event Designer – Seedling and Sage Catering

As an Event Designer with Seedling and Sage Catering, you'll transform our clients' visions into seamless, memorable events. Working closely with our Catering Sales Manager (CSM), you'll guide clients through every step of the planning process, from initial ideas to flawless execution.

Key Responsibilities:

- Collaborate with the CSM to understand event specifics and client needs.
- Serve as the primary contact for your clients throughout planning and after the event, ensuring their satisfaction.
- Plan and coordinate events from start to finish, including site walkthroughs, vendor and rental coordination, menu customization, and logistics.
- Lead both remote and on-site client meetings. Expect about half your time to be in person at event sites and the rest working remotely.
- Oversee set-up, execution, and problem-solving on event days to guarantee smooth operations.
- Create detailed event paperwork, such as event orders, floor plans, and captain packets.
- Attend periodic training and in-house or industry meetings as needed.

Schedule & Flexibility:

- Primarily a remote, self-scheduled position. Plan events based on your availability, with a minimum commitment of 10 events per year.
- Requires some on-site work for venue walkthroughs, rehearsals, and event days—typically Friday through Sunday.
- Average commitment: Roughly 20 hours per event (split between on-site and remote tasks).
- 6 mentorship during onboarding. Paid training upon completion.

Compensation:

- Commission-based pay: approximately $600-$1,000+, plus gratuity per event, paid post-event.
- Opportunity for hourly work in additional planning and/or ops roles.

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Who You Are:

- 2-5 years' experience in event planning, hospitality, or related fields.
- Proficient in Microsoft Office and comfortable with planning software; Caterease and Nowsta a plus.
- Strong organizational, communication, and customer service skills.
- Independent, driven, and adaptable with a passion for events and hospitality.
- Available for weekend and occasional evening work.
- Must have a valid driver's license, access to a car, and the ability to lift up to 30 lbs.
- Own a reliable laptop

If you're ready to bring creativity, organization, and enthusiasm to event planning—while enjoying flexibility and great earning potential—we'd love to meet you!

Seedling and Sage Catering is an equal opportunity employer. We are committed to treating all Applicants and Team Members fairly based on their abilities, achievements, and experience without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, or any other classification protected by law.

Physical Demands and Work Environment

While performing the duties of this job, the employee is required to walk/stand up to the entire day and occasionally sit in meetings or in front of a computer screen. The employee must occasionally reach, bend, stoop and lift up to 30 lbs., reach overhead and have the stamina to work up to 50 hours a week.