



TWO PERFECT EVENTS

Content Creator & Event Producer Job Description

Do you love planning events and making content? Our Content Creator & Event Producer role could be a good fit!

[Two Perfect Events](#) is looking for a dynamic team member (either part-time or to transition to full time) to join our wedding and event planning + design studio based in the San Francisco Bay Area. We specialize in chic, multicultural weddings and authentic event experiences tailored to our clients' unique aesthetics and personalities. As a Content Creator & Event Producer, you'll assist with content creation, social and digital media management, on-site event production, and administrative tasks.

What we're looking for:

- Creative and genuine professional with strong communication skills, high emotional intelligence, and a detail-oriented approach to project management
- Self-starter who brings and executes fresh ideas
- Passionate about personal and team growth, values honesty and transparency, and is a genuine team player
- Skilled in short-form video editing, copywriting, and social media management, with a quick ability to adapt to and learn new software and programs
- Has grit and is eager to jump into the events industry—an exciting, dynamic field that can also be chaotic and fast-paced. Must be able to thrive under stress and adapt to constantly changing conditions, whether at events or in day-to-day responsibilities
- Flexible, with a can-do attitude and strong problem-solving skills. Willing to go the extra mile—even beyond typical responsibilities—and wear many hats for overall success
- Long-term commitment—weddings are often long engagements, so must be able to follow through on commitments to event dates booked months to a year in advance
- Must have their own computer and phone for calls, texts, and content filming/editing, a reliable car, and be willing to travel long distances—sometimes up to 1.5 hours or more.
- Must have emergency plan for kids and/or pets (ie. unable to cancel meetings because of last-minute pick ups/illness)
- Willing to work weekends, evenings, holidays, and odd or long hours, and comfortable with lifting and moving boxes and decor at events
- Confident and able to stand your ground while also handling situations with grace and tact

Required skills:

- Adobe Illustrator
- Short form video shooting + editing

Preference for those who have:

- Background in design and/or graphic design experience
- Certification, degrees in events/hospitality, previous event experience, or interest in planning events
- Additional skills in accounting, sales, and/or HR are a bonus

Day-to-day tasks & responsibilities:

- Create content calendar, generate engaging ideas, and craft captivating captions
- Select photos for posting to create an attractive, cohesive feed
- Create and post stories to IG, curate story highlights
- Design graphics for digital media + client collateral (ie. menus, invitations, etc.)
- Cull behind-the-scenes content taken by the team and professional photos/videos and create reels/content
- Generate new content ideas and direct the creation and revision of video reels until completion (including filming, taking photos, directing team members, etc.)
- Research trends and best practices
- Build community by interacting with our online community, followers, and fellow community through posts, stories, and DMs
- Select photos and write SEO-based titles and captions for Pinterest pins
- Write, post, and share TPE's personal blog + publication submissions
- Attend on-site meetings and events to collect content
- Assist as event producer at on-site events

Administrative work:

- Set up and update administrative processes and tasks
- Research and source new information, event industry partnerships, organizing data into spreadsheets, documents, and presentations, etc.
- Archive data and past events

For those interested in event planning, tasks include but are not limited to:

- Email, phone, and video call communication with event professionals and clients
- Meetings with clients and vendors (in-person or over phone/video)
- Direct event design ideas and direction
- Conduct venue walk-throughs, rehearsals, and wedding days
- Create and organize site layouts, timelines, and event documents
- Pull the right event team together based on client's vision and budget and negotiate contracts
- Manage and advise on budgets
- On occasion:
 - Stuff and mail envelopes for invitations/save-the-dates

- Check Excel sheets for guest lists, upload onto invitation websites, and double-check everything has uploaded correctly
- Track RSVP responses (physical or digital)
- Create and populate wedding websites with info and pictures, and manage over time as info is confirmed
- Assemble favors, gift bags, organize escort and place cards

What you'll get + full-time benefits:

- Health (75% coverage on silver tier), dental care (75% coverage), 401k with 4% match
- On-site meals & snacks
- Career development opportunities
- Flexible hours & hybrid remote work
- Hands-on mentoring and training with a close-knit team
- Compensation is DOE + additional tips/gratuities from events + performance bonuses based on personal and team performance
- Flexible vacation, PTO, and sick policy

As a small team, every team member who joins is family. The right fit would be someone who cares strongly about the team, work, and the commitment to our clients while also bringing authenticity and stunning details to our events. Our office is based in Palo Alto, CA and most of our events are in the central Bay Area + surrounding counties (Napa/Sonoma, Carmel/Monterey).

To apply, please email "leah@twoperfectevents.com" with the below:

- Subject line with full name and "Content Creator Application" (ie: Celeste Johnson Content Creator Application)
- Resume and personal portfolio attached and LinkedIn profile link provided
- Letter of interest
- Salary requirements