



## Assistant Wedding & Events Coordinator Job Description

**Category:** Part time, seasonal

**Position Type:** Paid

### **Position Description:**

The Assistant Wedding and Events Coordinator is responsible for the planning and execution of weddings, wedding rehearsals and private events at Castle in the Clouds under the management of the Wedding & Events Coordinator. The Assistant Wedding and Events Coordinator must be detail-oriented and very organized, in order to manage the many details of an event. Written and verbal communication skills are a must as the assistant must be able to interact with a variety of people. They must be able to work under pressure, be willing to assist the Coordinator in working on tight deadlines, and must be flexible and capable of multi-tasking since many of the actions required to assist in an event must be arranged concurrently. A strong background in sales is helpful as the assistant will conduct tours from time to time. Finally, the assistant must be prepared to work long hours, late nights and weekends as well. An invitation to fulfill a year-round position as the Assistant Wedding & Events Coordinator may be offered based on job performance.

### **Minimum Requirements:**

Bachelor's degree or on track to receiving a degree preferred but not required. Some background in sales will be highly considered. Knowledge in Word, basic Excel and some basic knowledge of Publisher is required, as the assistant helps in the production of e-mail blasts, print outs, signage, etc. On event days the job requires being on one's feet for the majority of the day. Physical stamina and capability of lifting at least 30 lbs. is a must.

### **Abilities Required:**

Impeccable attention to detail is mandatory as well as an ability to multitask under pressure while keeping a level head. A friendly and outgoing attitude is imperative to the Events Department.

### **Essential Duties and Responsibilities** include but are not limited to:

- Communicates with the Event Lessee via phone and e-mail in order to gather event information
- Keeps close communication with Castle staff and all other departments necessary during events
- Helps Coordinator communicate with all vendors for weddings/events to ensure timely/proper delivery of items
- Books tours and conducts tours on occasion
- Helps schedule and execute rehearsals
- Assists in preparing contracts
- Follows floor plans and executes them effectively
- Responsible for greeting and accommodating vendors and their set up needs
- Responsible for assisting in event set up and break down

**To Apply:** Please submit cover letter and resume to Jessica Raymond at [weddings@castleintheclouds.org](mailto:weddings@castleintheclouds.org)

Last Updated 05/31/2019