



## Wedding and Events Coordinator Job Description

**Category:** Part Time, Seasonal

**Pay Type:** Hourly

**Pay Range:** \$20-\$22/hour

**Schedule:** Hours will vary each week based on weddings and rehearsals taking place

### **Description:**

The Wedding and Events Coordinator at Castle in the Clouds is responsible for the full day-of coordination of weddings. They must be detail-oriented and very organized, in order to manage the many details of an event. They must also be flexible and capable of multi-tasking. Finally, the Coordinator must be prepared to work late nights and weekends.

### **Qualifications:**

- Written and verbal communication skills
- Knowledge in word and basic excel
- Physical stamina and capability of lifting at least 30 lbs.
- Ability to multitask under pressure while keeping a level head
- A friendly and outgoing attitude is imperative to the Events Department
- Strong attention to detail
- Punctual and great work ethic
- Bachelor's degree or on track to receiving a degree preferred
- Experience in weddings or events is preferred

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

- Communicates with the Event Manager to gather event information for upcoming events
- Keeps close communication with Castle staff and all other departments necessary during events
- Conducts venue tours on occasion
- Leads wedding rehearsals the day before each wedding
- Greets and accommodates vendors and their set up needs
- Ensure tables and chairs are set properly and room is ready for guests
- Assists in event set up and break down (décor items, table linens, etc.)

### **To Apply:**

Interested applicants should submit a resume and cover letter via email or standard mail to:

[weddings@castleinthecLOUDS.org](mailto:weddings@castleinthecLOUDS.org)