



Events Security Associate Job Description

Category: Part Time, Seasonal

Pay Type: Hourly

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

Schedule: Hours will vary based on weddings and events taking place

Description:

The Events Security Associate at Castle in the Clouds is responsible for supporting the safe and successful execution of weddings and private events. This role assists with ceremony-related setup and breakdown, and helps ensure guest compliance with event policies while preserving a welcoming and professional environment. The primary event season runs May through October, with the possibility of additional event opportunities outside of this timeframe as needed. The Events Security Associate must be prepared to work evenings, weekends, and select holidays based on the event schedule. Meals are included for most events.

Qualifications:

- Physical stamina and capability of lifting 50–100 lbs
- Ability to remain on one's feet for extended periods, including walking on uneven outdoor terrain
- Ability to remain calm and professional in high-energy or fast-paced environments
- Strong situational awareness and sound judgment
- A friendly, professional, and guest-focused demeanor is imperative to the Events Department
- Must be 18 years of age or older
- Experience in events, hospitality, or customer-facing roles preferred

Essential Duties and Responsibilities include but are not limited to:

- Assist with ceremony-related setup and breakdown, including placement and removal of ceremony chairs
- Support ceremony and event needs by placing designated items such as water stations, ice buckets, and other event-related materials as directed by the Wedding & Event Manager
- Assist with end-of-event cleanup as needed
- Monitor lobby, gallery, and bar-adjacent areas
- Direct guests to designated smoking areas and assist with general guest questions
- Enforce alcohol policies, including preventing alcoholic beverages from leaving event spaces and confiscating outside alcohol when discovered, in accordance with Castle in the Clouds procedures
- Assist Events Team members in addressing disruptive, unsafe, or unruly guest behavior, including helping to de-escalate situations and support staff as needed
- Remain on-site for the duration of events
- Assist with additional event-related tasks as assigned by the Wedding & Event Manager

To Apply:

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

weddings@castleinthecLOUDS.org