



## Weddings & Events Assistant Job Description

**Category:** Part Time, Seasonal

**Pay Type:** Hourly

**Pay Range:** \$18-\$20/hour

**Schedule:** Hours will vary each week based on weddings and event schedule. Evening and weekend availability is required.

### **Description:**

The Weddings & Events Assistant supports the Weddings & Events Coordinators and Weddings & Events Manager in the execution of weddings and private events at Castle in the Clouds. This role focuses on guest experience, logistical support, and end-of-night close-out tasks.

The Assistant does not carry decision-making authority and works under the direction of the assigned Lead Coordinator. This position is ideal for someone who enjoys guest-facing work, thrives in a fast-paced environment, and values being part of a collaborative events team.

### **Qualifications:**

- Strong written and verbal communication skills
- Friendly, professional, and guest-focused demeanor
- Ability to follow direction and complete tasks efficiently
- Physical stamina, including the ability to lift at least 30 lbs and be on feet for extended periods
- Ability to multitask and remain calm in busy event environments
- Punctual, dependable, and strong work ethic
- Experience in hospitality, events, or customer service preferred

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

- Provides guest assistance and wayfinding throughout events
- Greets guests and helps direct them to ceremony, cocktail hour, and reception locations
- Assists with event transitions between ceremony, cocktail hour, and reception
- Supports Coordinators with on-site tasks as directed
- Assists with event set up and break down, including décor items and venue equipment
- Supports vendor wrap-up and departures at the end of the event
- Helps gather and organize personal items, décor, and rental items as directed
- Conducts final space checks before departure
- Communicates effectively with Castle staff and other departments during events

### **To Apply:**

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

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