



## Weddings & Events Coordinator Job Description

**Category:** Part Time, Seasonal

**Pay Type:** Hourly

**Pay Range:** \$22-\$24/hour

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

### **Description:**

The Weddings & Events Coordinator at Castle in the Clouds is responsible for the on-site coordination and execution of weddings and private events. This position works closely with the Weddings & Events Manager and is a core member of the Weddings Department.

Coordinators rotate between Lead and Support roles depending on the event schedule. When assigned as Lead, the Coordinator serves as the primary on-site decision-maker and main point of contact for vendors. This role requires strong organization, initiative, flexibility, and the ability to manage multiple event details in a fast-paced environment.

Coordinators must be prepared to work long event days, including late nights and weekends, particularly during peak season.

### **Qualifications:**

- Written and verbal communication skills
- Strong organizational skills and attention to detail
- Ability to multitask under pressure while maintaining a level head
- A friendly, professional, and guest-focused attitude
- Physical stamina, including the ability to lift at least 30 lbs and be on feet for extended periods
- Punctual, dependable, and strong work ethic
- Experience in weddings, events, hospitality, or a related field preferred

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

- Works closely with the Weddings & Events Manager to execute weddings and events according to Castle standards
- Leads and/or assists with wedding rehearsals as assigned
- Serves as Lead Coordinator when scheduled, acting as the primary on-site decision-maker
- Communicates directly with vendors during events and manages event flow and transitions
- Oversees ceremony, cocktail hour, and reception logistics
- Assists with guest movement and wayfinding throughout the event
- Ensures all guest-accessible areas are appropriately staffed and maintained
- Assists with event set up and break down, including décor items and venue equipment
- Supports end-of-night close-out and vendor departures
- Communicates effectively with Castle staff and other departments during events
- Assists with additional department projects as needed

### **To Apply:**

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

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