



# The Gardens of Castle Rock Wedding Set-Up Lead

**Objective:** To efficiently set-up venue for wedding ceremonies and receptions.

*Part-time/\$17-\$21 an hour (DOQ)*

*Supervises: Set-Up Team Members*

*Reports to: Lead Venue Coordinator*

**Are you a detailed oriented person with self-initiative & strong problem-solving skills? Are you interested in a fun and flexible part-time job where you play a significant role in the success of a couple's wedding day?**

The Gardens of Castle Rock is looking for Wedding Set-Up Leads to join our team. What is a Wedding Set-Up Lead? Great question! A Wedding Set-Up Lead is responsible for efficiently setting up the ceremony and reception spaces the morning of a wedding at The Gardens of Castle Rock.

The Gardens has weddings scheduled between April and October 2025, on Thursdays, Fridays, Saturdays, and Sundays. Wedding Set-Up Leads choose the dates of weddings they are available to lead in March 2025.

## **Responsibilities**

- Meet in-person at The Gardens with assigned couples to complete their 30-Day Walk-Through.
- Be available to assigned couples & their Day-of Coordinator to answer questions and/or problem-solve between the 30-Day Walk-Through and their wedding date.
- On the day of the wedding, be onsite at 6:00 am to begin reviewing event binder and opening venue.
- Be respectful and courteous at all times.
- Introduce yourself to vendors, the couple, members of the wedding party, family/friends, etc....
- Supervise Set-Up Team Members.
- Make sure the venue & building are clean & adequately stocked with paper products, garbage bags, etc....
- Ensure all the couple's requests per the Walk-Through Checklist are implemented.
- Problem-solve any issues that arise during the set-up process.
- Direct vendors to where they set-up.
- Answer questions & provide directions to vendors, couple, wedding party, or family/friends who are decorating.
- Once venue is set-up per couple's request, walk the venue every 30 minutes to ensure everything is set, check garbage and recycling cans and empty if filled.
- Check in with Day-of Coordinator to answer questions.
- Record special concerns or requests of the couple, day-of coordinator and/or key players and transfer this information to the closing team at the hand off.
- Continually be looking for litter, garage or out of place items and cleaning up.
- Remain at the venue until the closing team reports for their shift.

## **Qualifications**

- Customer service skills
- Organized and detail-oriented
- Professional and courteous
- Ability to perform a variety of physical tasks which includes, but is not limited to moving heavy objects, walking, bending, standing for long periods of time and lifting.

## **Dress Code**

- The Gardens of Castle Rock T-shirt & Fleece with nametag positioned on right side (both provided)
- Black, gray or khaki colored pants, capris, or shorts. Shorts must be at least two inches above the knee.
- The Gardens baseball style hat or visor (provided)

**Interested? Contact [info@thegardensofcastlerock.com](mailto:info@thegardensofcastlerock.com) to request an application.**