



The Gardens of Castle Rock Wedding Set-Up Lead

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

Part-time/\$18-\$22 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 2026, on both weekdays and weekends. This posting is for a Set-Up Lead who is available to work weekday weddings and events, particularly on Thursdays and Fridays.

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, the 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 handoff.
- 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 or capris.
- The Gardens baseball style hat or visor (provided, optional)

Interested? Complete the Employment Application found on the Employment page of The Gardens website.