



The Campbell Museums: **Wedding Attendant Position**

- **Position:** Wedding/ Special Event Attendant for the historic Ainsley House
- **Pay:** \$15/hour
- **Season:** May-October (occasional post season Ainsley House special events)
- **Days:** Friday evenings, Saturdays & Sundays (days &/or evenings)
- **Hours:** Hours will vary depending on events, up to 12 hours per week.
- **Contact:** kerryp@campbellca.gov

Position Description:

This is a part time position. The Wedding Attendant serves as the wedding/ event staff for events held in the garden of the historic Ainsley House. This includes assistance in wedding coordination, overseeing on site vendors, helping to preserve the garden and representing the Ainsley House and Campbell Historical Museum as the city staff liaison during the events. Every event is different, and this position does require trouble shooting skills, hard work during the entire event, and excellent experience for anyone looking to work in the event coordination industry.

Duties:

- Working from 1pm-11pm
- Attend rehearsals and help coordinate ceremony if necessary.
- Over see site set-up by event vendors, make certain that vendors are following the site policy guidelines.
- Manage timing of event—alert caterer, renter or other necessary parties to begin clean up
- Over see site clean up, direct caterer to useable dumpster, determine if clean up is done thoroughly
- Direct event guests to useable restrooms.
- Unlock Bridal Changing room, on-site rest room, and Ainsley House when necessary.
- Manage wedding party in Ainsley House for bridal party walk through to garden and for inside photography use.
- Monitor DJ noise level
- Keep outside wedding crashers from attending event
- Trouble shoot any problem that might arise



Requirements;

- Able to work at least two weekends per month in May through mid October (this includes a Friday evening rehearsal hour)
- Highly responsible.
- Good time management skills.
- Comfortable supervising large groups.
- Good communication skills
- Able to work with diverse groups of people and to be flexible if necessary.
- Professional appearance
- Professional attitude
- Able to stand for long periods of time.
- Able to lift 40 lbs.
- Able to bend or reach.

Please note: This is an ideal position for someone interested in learning about event coordination or enjoys working with people. It is a part time position without benefits. Regular hours cannot be guaranteed.

ABOUT THE CAMPBELL MUSEUMS

The Campbell Museums are owned and operated by the City of Campbell. The Campbell Museums consists of the Campbell Historical Museum and the Ainsley House. The Museums interpret the history of the Campbell area from its pioneer beginnings through today and relates that history within the broader context of the Santa Clara Valley and encompassing region. www.campbellmuseums.com