

# Day of Diva

Planning & Coordination

## Wedding Assistant/Decor Setup

Want to be part of the magic behind stunning wedding days? We're looking for Decor Divas and Wedding Assistants to join our team at Day of Diva for the 2025 wedding season!

If you love weddings, have an eye for detail, and are ready to roll up your sleeves to create unforgettable moments, this is your chance!

### *What you'll do:*

Help bring dream wedding setups to life  
Assist our team in ensuring every detail is flawless  
Be part of a fun and supportive crew

### *What you'll love it:*

Work in gorgeous venues in the Rockies  
Be part of a creative and collaborative team  
Gain hands-on experience in the wedding industry

### Responsibilities:

- Assist with the set up of ceremony & reception sites (placement of cutlery & glassware, lighting of candles, steaming of linens, placement of chairs etc.)
- Tear down at the end of the night Help load decor items in and out of venues
- Assist with directing vendors and wedding guests
- Be the right hand diva to our lead planners
- Other duties as assigned

## Qualifications:

- Available to work evenings & weekends
- Have a valid drivers license and means of transportation
- Work well under pressure & problem solve
- Be a team player
- Effective communicator
- Ability to work on your feet for 6-10 hours
- Can lift up to 50lbs

\*This job provides a lot of flexibility that where once hired, you can sign up to work as many or as few weddings as you prefer

To apply, please also fill out the Google Form [here!](#)