

STAGING ASSISTANT

The Staging Assistant's main responsibilities are to assist the Wedding Coordinator and respond to a variety of needs on the day of the wedding, including setup and tear-down of HFBC wedding equipment in the location of the wedding service and all dressing areas.

The Wedding Assistant arrives three hours before the beginning of the wedding and returns after the wedding for tear-down making sure that all areas are deemed in good condition for the church facilities' employees to setup for the next use.

Assistants report to the Wedding Coordinator on the day of the wedding and to the Special Events Director as their immediate supervisor.