

Event Coordinator Assistant

Dallas, TX

Texas Discovery Gardens is looking for an organized, dependable, and energetic **Event Coordinator Assistant** to help support weddings, rentals, and special events on our beautiful property. This position plays an important role in making sure events run smoothly from setup to breakdown while helping create a positive experience for guests, vendors, and clients.

This is a great opportunity for someone who enjoys working in a fast-paced environment, solving problems on the go, staying organized, and being part of memorable events. The ideal candidate is professional, detail-oriented, flexible, and able to jump in where needed without constant supervision.

What You'll Do

- Support event logistics and help keep events running on schedule
- Assist with vendor coordination and guest needs during events
- Lead venue tours
- Help ensure event spaces are clean, organized, safe, and ready for use
- Respond quickly and professionally to day-of event needs
- Help transport, organize, and maintain event supplies and equipment
- Support cleanup after events and help reset spaces for future use
- Assist with additional event and venue needs as assigned

What We're Looking For

- Strong organizational skills and attention to detail
- Friendly, professional communication and customer service skills
- Ability to multitask and stay calm in a busy event environment
- Ability to work independently, take initiative, and recognize what needs to be done without constant supervision
- Dependable, punctual, and team-oriented
- Comfortable working both indoors and outdoors
- Willingness to work a flexible schedule based on event needs

Schedule

This position requires flexibility due to the nature of special events, and shifts may include:

- Early mornings
- Evenings
- Weekends
- Holidays

Physical Requirements

This role is active and hands-on. Candidates should be comfortable:

- Standing and walking for extended periods
- Lifting and carrying up to 25–50 pounds
- Moving chairs, tables, and event materials
- Working in a variety of indoor and outdoor settings

Preferred Experience

Experience in events, hospitality, customer service, venue support, or a related field is helpful, but a strong work ethic, professionalism, and willingness to learn are just as important.

Join Our Team

If you enjoy helping create memorable experiences, thrive in a fast-paced setting, and are ready to be part of a team that brings events to life, we'd love to hear from you.

To apply, please submit your application along with any relevant experience.