

Company Name

Gabrella Manor

Type- Job Title, job description, & employee qualifications.

Gabrella Manor

8912 4th Ave. S • Birmingham, AL 35206

Est. 1937 | In Operation Since 1997 | Woman Owned

(205) 833-9754 • office@gabrellamanor.com

NOW HIRING

Events & Hospitality Staff

Part-Time Seasonal | Multiple Departments | Gabrella Manor

About the Position

Gabrella Manor is hiring part-time seasonal staff across multiple departments. We are looking for dependable, personable team members who take pride in their work and want to be part of creating memorable experiences for our clients and guests. Whether you have years of experience in hospitality or are just getting started, we want to hear from you.

Staff work on-site at our Birmingham venue during events ranging from intimate gatherings to large-scale weddings and celebrations. Schedules vary by season — flexibility is key.

Position Type: Part-Time Seasonal

Location: On-Site, Gabrella Manor, Birmingham, AL

Compensation: Paid, commensurate with role and experience

What We Are Looking For

We welcome applicants from all backgrounds. Strong candidates will have:

- A genuine interest in events, hospitality, or a related field
- Strong communication skills and a customer-service mindset
- Ability to work well on a team in a fast-paced environment
- Reliability, punctuality, and a professional attitude
- Availability for evenings, weekends, and holidays as the event schedule requires
- Physical ability to stand for extended periods and assist with lifting and setup tasks (for applicable roles)

- Prior experience in events, hospitality, catering, or a related field preferred — but not required

How to Apply

Send your resume to:

office@gabrellamanor.com

In your email, let us know which department(s) you are interested in and a bit about your background.

Portfolio materials or references are welcome but not required.

We review applications on a rolling basis. Positions fill quickly during peak season — apply early.

Open Positions

We are hiring for the following departments. Candidates may apply for one or more roles.

Floral & Decor

- Assist with floral arrangement design, preparation, and installation for events
- Set up and break down decorative elements including centerpieces, draping, lighting, and signage
- Collaborate with the design team to execute client visions and event themes
- Maintain a clean and organized workspace in the floral studio

Catering & Beverage

- Assist with food and beverage preparation and presentation under the supervision of catering staff
- Support service during events including buffets, cocktail hours, and bar service
- Follow proper food handling, safety, and sanitation standards
- Assist with pre-event setup and post-event cleanup of catering areas

Wedding Directing & Event Coordinating

- Assist lead wedding directors and event coordinators on event days
- Help manage event timelines, vendor communications, and day-of logistics
- Support rehearsal coordination and day-of guest flow management
- Help prepare event documents including run-of-show, seating charts, and vendor contact lists
- Serve as a point of contact for guests and vendors on event day

Bartending

- Set up and stock the bar prior to the event start time
- Prepare and serve beverages professionally and efficiently throughout the event
- Maintain a clean, organized, and compliant bar area at all times
- Adhere to all responsible alcohol service standards and applicable regulations
- Engage coworkers and guests in a friendly, professional manner consistent with Gabrella Manor's standards
- Complete full breakdown and cleanup of the bar area, equipment, and utensils following the event
- Coordinate with the Event Manager regarding special requests and any operational needs

General Event Staff

- Assist with event setup and teardown including furniture arrangement, linen placement, and equipment handling
- Provide bussing and dishwashing support during and after events
- Support crowd management and guest flow throughout events
- Assist with greeting guests, answering questions, and directing attendees
- Perform general hospitality tasks as needed across all departments

Contact Name

Brenda Jones

Contact Phone

(205) 833-9754

Email

office@gabrellamanor.com