



## **EVENT ASSISTANT**

### **PURPOSE OF THE POSITION**

The Event Assistant creates a warm and inviting atmosphere for the wedding party and their guests. They greet and direct the wedding party upon arrival and provide assistance throughout the event. The Event Assistant coordinates with caterers and event crew to ensure the highest quality of customer service. The Event Assistant works a flexible weekend schedule to accommodate the seasonal wedding calendar and reports to the Director of Corporate and Special Events.

### **WHAT YOU'LL DO**

- Ensure that all wedding clients are extremely satisfied throughout their party
- Exceed guest expectations by proactively anticipating their needs
- Coordinate set-up or take-down of rental equipment
- Provide safety and security for building and grounds
- Collaborate with event caterers, outside vendors, and Schlitz Audubon's facility staff to ensure the event runs smoothly
- Serve as the point person for deliveries from rental companies, caterers, and vendors
- Monitor cleanliness of the venue, including restrooms
- Be available throughout the evening for questions, AV troubleshooting, and to address unforeseen issues for a successful wedding and reception
- Other duties as assigned
  - Opportunities to provide tours on weekends to potential wedding clients – eligible for commission
  - Opportunities to work day-time events

### **QUALIFICATIONS AND EXPERIENCE**

- Must be at least 18 years old
- Impeccable communication and interpersonal skills with a service-oriented personality
- 1-2 years of experience as an Event Assistant or similar position in customer service
- Must possess a friendly, confident, and helpful attitude
- Demonstrates quick thinking and problem-solving skills
- Solid work ethic and ability to work a flexible weekend schedule
- High School Diploma

## **HOURS**

This is a part-time, seasonal (May-December), non-exempt position. Scheduled hours vary by event type:

- Weddings: Fridays/Saturdays 4:30 pm – 1:00 am; Sundays 4:30 pm – 12:00 am
- Tours: Weekend shifts from 9:00 am-1:00 pm or 1 :00 pm-5:00 pm
- Private events: variable, depending on event

Growth possibility to add day-time event work as well! Work hours are scheduled in two-to-three-month increments.

## **PHYSICAL DEMANDS**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Regularly required to stand for extended periods of time, and sit, stoop, bend, or reach above the shoulders. Must be able to lift and/or carry items that weigh up to 50 lbs. Must have the ability to speak and hear. Specific vision abilities required by this position include close vision and color vision.

## **TO APPLY**

Send cover letter and resume to Director of Corporate and Special Events at [rental@schlitzaudubon.org](mailto:rental@schlitzaudubon.org) with *Event Assistant* in the subject line.