

# West Overton Village and Museums

## Job Description: **Event Attendant**

- Reports to: Events and Rentals Manager
- Supervises: not applicable
- Non-Exempt

## **Purpose of the Job:**

It is the primary responsibility of the Event Attendant to perform event-related set-up, tear down and cleaning tasks, including on-site handling of décor, loading/unloading, pulling and restocking furniture, rental returns, facility cleaning, and maintenance. All duties are to be performed under the guidance of the Events and Rentals Manager. Nights and weekends are required for this position.

## **Essential Functions**

1. Perform event-related set-up tasks including pulling any necessary items and set up of event rooms to client specifications.
  - a. Unpack and check goods received against orders, invoices or load lists.
  - b. Adhere to safety and security procedures.
2. Perform event-related tear down tasks including loading/ unloading, moving chairs, tables, linens.
  - a. Ensure that event facility/venue is left in a clean and orderly condition.
  - b. Confirm all tools and equipment are returned and properly stored.
  - c. Properly handle in-house equipment and rental items to avoid loss and injury.
  - d. Adhere to safety and security procedures.
3. Work independently in an efficient and reliable manner.
4. Have interpersonal skills to deal effectively with staff and business contacts when needed.
5. Varied shifts, including late nights, weekends, and holidays.
6. Cleaning of venue spaces between events including sweeping, mopping, wiping down furniture, countertops, prep kitchen areas, removal and disposal of trash in dumpster.

## **Qualifications**

1. At least 6-months prior job experience
2. Valid PA Driver's license and reliable transportation
3. Professional appearance and demeanor

## **Preferred:**

1. 1-year experience in warehouse, events, furniture or general labor

## **Working Conditions**

1. Large 12-Acre Campus with a variety of buildings and outdoor spaces.
2. Public office accepting client visits for tours and planning sessions.
3. Evenings and weekends required
4. Ability to lift or move at least 50lbs. Move tables and chairs.
5. Administrative office is located on 3<sup>rd</sup> floor – stairs are required.
6. Vehicle: Requires own vehicle transportation, a valid driver's license and car insurance. Vehicle occasionally needed to transport displays and materials.

**Salary/Benefits**

Salary range: \$9.00 - 12.00/hour

Hours: Seasonal, Variable days and times 4-12 hours per week through November.

Benefits: No benefits at this time.

**To Apply**

Qualified candidates should submit their resume and cover letter electronically to Aleasha Monroe at [Jobs@westovertonvillage.org](mailto:Jobs@westovertonvillage.org) . Please note position title in your subject line.