

Job Title: Event Staff

Job Summary:

We are seeking reliable and energetic individuals to join our team as Event Staff. As an Event Staff member, you will play a vital role in ensuring the smooth and successful execution of events by providing exceptional customer service and maintaining a safe and clean environment. This position requires flexibility in working hours, the ability to lift heavy objects, and a strong commitment to following policies and procedures.

Responsibilities:

- Ensure that all policies and procedures are followed during events, including safety protocols and event guidelines
- Maintain regular and effective communication with the lessee or event organizer throughout the event, addressing any issues or concerns promptly
- Ensure the cleanliness and proper organization of event spaces, including pre-event setup and post-event cleanup
- Collaborate with security officers to maintain a safe environment for event attendees, promptly reporting any security or safety concerns
- Assist in the setup of tables and chairs, when necessary
- Demonstrate a strong work ethic and proactive approach to problem-solving
- Lift and carry heavy objects, weighing up to 50 lbs., as required for event setup and breakdown
- Maintain a high level of professionalism and exceptional customer service at all times
- Possess strong communication skills to effectively interact with event attendees, colleagues, and supervisors
- Adapt to a flexible work schedule, including nights and weekends, based on event requirements

Qualifications:

- Previous experience in customer service or event-related roles is preferred
- Dependable and punctual, with a strong emphasis on reliability
- Energetic and able to work in a fast-paced and dynamic event environment
- Demonstrated ability to follow policies and procedures accurately and consistently
- Excellent communication skills, both verbal and written
- Strong work ethic and willingness to go above and beyond to ensure event success
- Able to work collaboratively with a team as well as independently
- Physically capable of lifting and carrying heavy objects throughout the course of an event
- Flexibility to work evenings, weekends, and holidays, as required by event schedules
- Reliable transportation required
- Must be 18 years old to work events with alcohol
- Drug/alcohol screening and background check will be required