

Civic Center Event Staff

Description

The Civic Center Event Staff is responsible for setting up and overseeing events at the Civic Center. The individual will carry themselves in a professional and courteous manner. Outstanding intercommunication skills are a must! Position is part-time/infrequent hours and answers directly to the Civic Center Coordinator.

Responsibilities

Set-Up

- Puts tables and chairs in correct positions for events
- Stock building: lightbulbs, bathrooms, equipment
- Performs any light maintenance or cleaning needed before an event
- Inventory equipment if needed

At Events

- Is available for questions
 - Knows the location and function of certain equipment for events
- Makes sure events run smoothly
- Is courteous to all guests and clients
- Makes sure clients adhere to Civic Center rules and guidelines
- Removes Linens, takes out trash, and sweeps/vacuums/mops if necessary
- Makes sure Civic Center is in order
- Performs other tasks as needed by the Civic Center Coordinator

Hours range from 0-15 per week, as needed basis.