

# **JOB** OPENING

## RIVERFRONT DIVISION

# **GATEWAY BUILDING EVENT LEADER**

POSITION: PART TIME / PAY RATE: \$9.50 - \$11.00 PER HOUR

### **REQUIREMENTS**

- High school diploma or equivalent preferred.
- Previous hospitality and/or special event experience preferred.
- Ability to learn basic functions and trouble-shooting for Audio Visual system.

### **DUTIES**

Under the supervision of the Coordinator of Gateway Events.

- Greeting all customers in a warm and friendly manner.
- Hosting duties of evening and weekend special event rentals that take place in the Gateway Building banquet and conference center.
- Being the first employee on site for event rentals to unlock and prepare the facility for vendors and guest arrival.
- Reviewing event documents (floor plan & client profile sheet).
- Facilitate and direct the move-in and setup of vendors (caterers, musicians, florists, etc) as needed.
- Test out any AV equipment that will be used during the event.
- Regularly check on the event while it is in progress.

### **OTHER**

- Must have reliable transportation.
- Evenings and weekends.
- This position has no set hours. Hours depend on the number of events and times they are scheduled.

