

SAUGATUCK CENTER FOR THE ARTS

Job Description | Event Assistant

<p>1) Primary Function</p> <ul style="list-style-type: none"> ▪ Why does the job exist? 	<ul style="list-style-type: none"> • The creative, organized and welcoming person in this hourly position, (averaging 10 – 20 hours/week based on seasonal activity) is the “face of the SCA” at events, executing evening and weekend programs at the Art Center including classes, films, lectures, performances, and rental events. This person supervises volunteers, bar staff and technical staff for events and rentals. • As the front line of the SCA, the Event Assistant must maintain the image of the SCA to customers, visitors, and/or any incoming communication in the area. The Event Assistant is the “face of the SCA” in terms of attitude, competency, knowledge, and appearance.
<p>2) Working Relationships:</p> <ul style="list-style-type: none"> ▪ Reports to whom? ▪ Supervises whom? ▪ Peer Relationships 	<ul style="list-style-type: none"> • Reports to the Hospitality Coordinator. • Responsible for supervising volunteers, bar staff, and overseeing caterers at SCA events. • Peers are other Event Assistants.
<p>3) Dimensions:</p> <ul style="list-style-type: none"> ▪ Staff size? ▪ Other Measurable Factors? 	<ul style="list-style-type: none"> • Give direction to box office staff, bartenders, and volunteers during events. • Works well under pressure and feels comfortable with trouble shooting on the spot • Must present oneself in a professional manner: person to person, email language and phone; display a professional appearance; display a professional attitude • Job requires extensive contact with the public and, therefore, must be comfortable with providing customer service at the SCA.
<p>4) Principal Duties & Responsibilities</p> <ul style="list-style-type: none"> ▪ Essential job functions ▪ Primary day-to-day responsibilities & activities of the position. 	<p>EVENT ASSISTANT</p> <ul style="list-style-type: none"> • Works with Education and Exhibition Manager to execute performance/event contracts including: • Requirements for events (classes, films, gallery talks, lectures) including set-up & tear-down, needs for the event, etc. • Artist / Lecturer / Instructor hospitality requirements. • Setting dressing rooms (as needed) • Works with Rental Coordinator to execute rental events including weddings, receptions, and special events year-round (heavy emphasis May – September). • Works with Performance Manager, Hospitality Coordinator and Operations Manager to execute special events: • Manage bar and merchandise sales. • Responsible for monies collected during a performance/event. • Responsible for setting up and tearing down events, as requested. • Responsible for cleaning up (night of) after events. • Responsible for opening/closing/securing the facility before and after each event. <p>GENERAL DUTIES</p> <ul style="list-style-type: none"> • Assistance at performances as needed (pre-show announce). • Assistance at special events as needed.

	<ul style="list-style-type: none"> • On site linen laundry as needed. • Maintaining facility cleanliness before, during, and after events. • Kitchen, recyclable, and returnable organization. • Should be knowledgeable about the SCA website, sc4a.org, and the Saugatuck area.
<p>5) Work Environment</p> <ul style="list-style-type: none"> ▪ Working conditions including physical requirements, equipment used, time constraints, public contact, etc. 	<ul style="list-style-type: none"> • Occasional lifting of materials of up to 40 pounds is necessary. • Job is performed throughout the entire SCA property. • Job requires working evenings and weekends and occasional daytime events throughout the year. • Job requires working with the public (guests), performers, vendors, volunteers, and SCA staff. • Comfortable being in the building alone.
<p>6) Education & Experience</p> <ul style="list-style-type: none"> ▪ Minimum education and/or experience required to perform the job. 	<ul style="list-style-type: none"> • Prior supervisory experience required; experience working with volunteers desired. • Money handling experience. • Excellent interpersonal and customer service skills. • Strong organizational skills. • Ability to work well with others and be a team player. • Ability to follow written and verbal direction. • Retail experience utilizing cash registers desired.

ADDITIONAL REQUIRED SKILLS:

The Event Assistant must possess exemplary interpersonal skills, and be able to interact with staff, board, volunteers, guests, instructors and performers in a professional manner.