

EDMONDS CENTER FOR THE ARTS
Announces the following
EMPLOYMENT OPPORTUNITY:

POSITION: EVENT Assistant
CLOSES: Until Filled
EMPLOYMENT STATUS: Part-Time Hourly
SALARY & BENEFITS: \$15.00 per hour
REPORTS TO: Rental Manager

JOB SUMMARY:

In support of meeting, athletic and performing arts events, the Events Assistant supports all ECA events as assigned by the Rental Manager. Position involves working with a wide range of clients, both independently and in a team environment.

ESSENTIAL JOB FUNCTIONS:

Event Support

- As assigned by the Rental Manager, this position will coordinate set up, monitor and break-down meetings/events.
- This position will involve regular lifting, carrying, and setup of a variety of items of varying sizes and weights.
- Customer Service Resource:
 - Monitoring rental use of athletic and meeting spaces.
 - Assisting rental clients with facilities requests: equipment, supplies, etc.
- Insure that an outstanding level of customer service is maintained at all times.
- Setup and breakdown of tables, chairs, and other event related materials.
- Applicant must possess the physical ability to perform these tasks on a regular basis.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong communications skills, must be able to speak, read, write and understand English
- Superior customer service skills
- Attention to quality and detail in all activities
- Proficiency with standard hand tools, machine-driven and hand-held power tools. Familiarity with standard janitorial equipment.
- Ability to work unsupervised with safety and quality standards assured.

EDUCATION AND EXPERIENCE:

- High School Diploma or G.E.D.
- 1-year previous experience in events support (preferred).
- Valid CPR/1st Aid Certification within sixty (60) days of hire.
- Professional appearance a must.

WORKING CONDITIONS:

Schedule is 3-4 days a week which can include evenings and occasional weekends. Shifts generally are five hours or less.

NOTE: Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License. Edmonds Public Facilities District/Edmonds Center for the Arts is an Equal Opportunity Employer.

APPLICATION REQUIREMENTS:

Please send **cover letter** describing qualifications, **resume**, two **references** and a **completed ECA Application Form** (available for download at <https://edmondscenterforthearts.org/who-we-are/employment> to *Event Assistant Search, 410 4th Ave N, Edmonds, WA 98020*, or e-mail: sarah@ec4arts.org. *No phone calls please*

Please note: Any individual requiring ADA accommodation during any part of the selection process should advise Edmonds Center for the Arts of the need.