



Position Description: Event & Building Supervisor

Working under the supervision of the Assistant Directors, the Event & Weekend Supervisor is responsible for assisting on many aspects of facility operations, including rentals and special events. **He/she is responsible for the following duties:**

- 1) Special and Rental events
 - a. Before:
 - i. Set up tables and chairs in advance of events
 - ii. Set up and test A/V equipment
 - b. During:
 - i. Provide customer service, responding to issues/problems with equipment
 - ii. Provide light maintenance assistance (restroom restocking, trash removal, spill clean-up)
 - iii. Supervise contract security guards
 - iv. Provide general facility supervision and respond in emergencies
 - c. After:
 - i. Break down and clean tables and chairs
 - ii. Sweep and mop rooms, stairs and lobby areas as needed
 - iii. Remove all trash and reline trash receptacles
 - iv. Check kitchen for cleanliness following renter/caterer departure
 - d. Assist with maintaining event supplies and storage (organizing, cleaning, checking inventory, etc.)
- 2) Facility Maintenance
 - a. Change lightbulbs
 - b. Restock and tidy restrooms and kitchen; replace/restock trash liners
 - c. Clean scuff marks on walls and floors; patch walls and touch up paint
 - d. Other light facility and equipment maintenance as needed
- 3) Opening and Closing
 - a. Opening the building, making sure facilities are clean, lights are on, and rooms that will be in use are ready for the public
 - b. Closing the building, including internal and external security checks, turning off lights and setting alarms
- 4) Front Desk/Gift Shop/Gallery
 - a. Complete opening cash drawer count
 - b. Manage volunteers and coordinate activities in the gallery, at main reception desk and in gift shop
 - c. Answer phones and respond to general visitor inquiries
 - d. Assist customers with admissions, registrations, sales, and facility rental transitions
 - e. Provide gallery monitoring as needed
 - f. Perform basic clerical duties (filing, copying, etc.)
 - g. Complete cash drawer closure at the end of the day
- 5) Other related duties as assigned

Schedule & Pay

- a. Event/rental schedule is variable, on as needed basis, with some additional weekend and evening hours required.
- b. Pay rate: \$15.00/hour.

Qualifications

- c. Must be physically able to
 - i. Set up and take down large folding tables and other event equipment
 - ii. Lift and stack chairs on racks
 - iii. Move podium, table and chair carts
 - iv. Move, lift and carry 50 pounds or more
 - v. Climb ladders up to 16 feet
- d. Position requires the ability to
 - i. Make decisions based on an understanding of the facility, equipment and needs of each event
 - ii. Work independently with instruction, and as a member of a team to accomplish tasks
 - iii. Demonstrate basic computer skills (Microsoft Office suite programs) and be willing to learn new programs for specific tasks (such as Point of Sale and members database)
 - iv. Be flexible regarding scheduling and priorities
 - v. Respond quickly and cheerfully in a fast-paced, service-oriented environment

*During any shift it may be necessary to complete some tasks generally assigned to volunteers when volunteer shifts are not filled and/or when the volunteer(s) working do not have the skill set to complete the tasks.