

ANDERSON TOWNSHIP

Event Attendant

Part/Time: Non-Exempt

Starting Salary, \$15/hour

The Event Attendant assists the Events Coordinator with a variety of duties related to events and activities that take place on Township-owned property.

ESSENTIAL FUNCTIONS

The Event Attendant interacts with and takes direction from the Events Coordinator and Assistant Event Coordinators regarding the use of Township buildings and properties. This position set-up and breaks-down tables, chairs and other equipment, performs light janitorial duties and assists residents, renters and event attendees. This position opens and/or closes Township-owned buildings according to the scheduled activities for that day.

EXAMPLES OF WORK

- Notify Events Coordinator of any safety and/or maintenance issues
- Set-up and break-down for activities and rentals, including tables, chairs, a/v equipment
- Assist clients with basic audio-visual equipment needs, including those used in the Anderson Center performing arts theater
- Monitor assigned location for potential security issues and report to the appropriate authority
- Other duties as assigned

REQUIRED KNOWLEDGE AND ABILITIES

The Event Attendant must have the ability to interact and communicate with co-workers, renters and the general public in a professional and supportive manner.

QUALIFICATIONS

Demonstrated experience working in customer service environment.

Must have a valid driver's license and a clean driving record.

Must be able to pass a criminal background check.