



Event Staff

Complete the on-line application *and* submit your resume to:
maegan@lostrivercave.org

Become a part of our mission to connect people with nature.

Apply for this part-time seasonal position to help with the day-of coordination for events and ensure that events run smoothly.

DUTIES:

- Day-of point of contact for planned events such as weddings and corporate dinners
- Answer questions regarding day-of setup as well as venue policies
- Communicate effectively to wedding parties, planners, staff and guests
- Ensure guests are following venue policies and procedures
- Transport guests via golf cart around the park
- Ensure the cleanliness and overall functionality of the event space
- Coordinate with other team members to complete job requirements
- Assist in event breakdown and cleanup
 - Cleanup responsibilities include, but are not limited to, stacking tables and chairs, cleaning restrooms, collecting trash, and sweeping floors.

REQUIRED SKILLS:

- Attention to detail and desire to help where needed
- Adaptable and great problem-solving skills
- Excellent communication and interpersonal skills
- Ability to work solo and as a part of a team
- Ability to work nights and weekends

WORK HOURS:

- Position will start mid-May and last through mid-October
- Shifts are 9:00am-6:00pm and 5:00pm-2:00am
- Assistants can expect to work between 20-40 hours a week depending on the number of events scheduled
- Hours heavily weekend-based

PAY:

- Starting at \$10/hour