

Job Description

Date Opened:	March 16, 2026
Date Updated:	January 21 st , 2025
Title:	Special Event Part Time Employee
Reporting to:	Lauren Jones Senior Director of Event Operations
Full/Part time	Part Time
Exempt/Non-Exempt	Non-Exempt

Description

The events part time employee works under the Senior Director of Event Operations and the Assistant Director before, during, and after the event to help make the event run smoothly. The part-time employees are a crucial part of helping make events successful. The skills that are useful to the events management team are bartending, setup, knowledge of how events work, positivity, ability to make sure the clients and guests are happy throughout the event, and teamwork.

Duties and Responsibilities

- Be knowledgeable about how events run and work
- Enthusiastically greet and direct guests while performing assigned tasks
- Provide guests with accurate venue information
- Enforce policies and procedures
- Other duties assigned by management
- Work flexible hours including evenings, and weekends

Qualifications

- High School diploma or equivalent required
- Experience in customer service
- Strong customer service skills
- Must have friendly disposition and a smile
- Must be able to stay calm in stressful, fast paced situations
- Experience dealing effectively with conflict
- Ability to lift tables for setup
- Frequent walking, and being on your feet for hours at a time

Key Skill Areas

A special events part time employee has to make sure they stay positive and greet guests with a smile throughout the event. They are always there to help the guests and clients in any way they can, finding a seat, answering questions, etc. Each part time events employee plays a crucial part in helping make each event successful and smooth.