

## EVENT ASSISTANT

### ABOUT US

The Saugatuck Center for the Arts (SCA) is a non-profit arts and cultural organization serving West Michigan's lakeshore community. We offer year-round live performances, classes and workshops for adults and children, outreach programs, festivals, exhibitions, a Summer Market, and professional theatre in the summer. The SCA is also a rental facility for weddings, receptions, meetings, and more.



### OVERVIEW

The SCA is currently recruiting Event Assistants for Spring/Summer/Fall 2021. We are looking for someone with event/hospitality experience who feels comfortable working with patrons of the SCA, bartenders, volunteers, wedding planners, caterers and others within our facility. You will play a key role in offering the highest levels of customer service to patrons at the SCA as an Event Assistant.

### JOB DESCRIPTION

The organized and welcoming person in this hourly position is the "face of the SCA" at events, executing evening and weekend programs at the Art Center including classes, films, lectures, performances, weddings, and other rental events. **This person supervises volunteers, bar staff, and technical staff for events and rentals.**

As the front line of the SCA, the Event Assistant must maintain the image of the SCA to customers, visitors, and/or any incoming communication in the area. The Event Assistant acts as the face of the SCA in terms of attitude, competency, knowledge, and appearance.

### Duties and responsibilities include, but are not limited to:

Working with the Hospitality Coordinator, Rental Coordinator, Operations Manager and Performance Manager to execute requirements for performance/event contracts including:

- Setting-up & tearing-down for classes, films, gallery talks, lectures, and more
- Preparing hospitality requests for Artist / Lecturer / Instructor
- Setting up dressing rooms
- Managing bar and merchandise sales
- Collecting money during a performance/event
- Cleaning up at the end of the event
- Opening/Closing/Securing the facility before and after each event



- Working with the Rental Coordinator to execute rental events including weddings, receptions, and special events year-round (heavy emphasis May – October).

#### GENERAL DUTIES

- Assist at performances and special events as needed
- Wash on-site laundry as needed
- Maintain facility cleanliness before, during, and after events
- Organize kitchen, recyclables, returnables, and garbage
- Be knowledgeable about the SCA website, Facebook page, and the Saugatuck area
- Lift materials of up to 30 pounds on occasion
- Comfortable on your feet for multiple hours
- Work with the public (guests), performers, vendors, volunteers, and other SCA staff
- brief volunteers on their duties and emergency protocols

#### REQUIRED

- Must possess exemplary interpersonal skills, and be able to interact with staff, board, volunteers, guests, instructors and performers in a professional manner
- Customer service skills
- Strong organizational skills
- Ability to work well with others and be a team player
- Ability to follow written and verbal direction
- *Must be 18 or older to apply*
- *Must be comfortable working multiple hours in an appropriate face mask*

#### DESIRED

- Prior event/hospitality experience
- Prior experience supervising events
- Experience working with volunteers desired
- Comfortable serving at the bar when needed
- Must be comfortable being in the building alone
- Money handling and retail experience utilizing cash registers desired

**REPORTS TO:** Event Assistants reports to the Hospitality Manager, Maribeth Van Hecke and the Lead EA, Claire Hamlin. **EA's are responsible for supervising volunteers, bar staff, and overseeing caterers at SCA events. Peers are other Event Assistants.**

**COMMITMENT:** This person fulfills a seasonal, 10-20 hour/week position at the Saugatuck Center for the Arts. Employees must be able to work days, evenings, and weekends. This job is performed throughout the entire SCA property.

**COMPENSATION:** Negotiable

**TO APPLY:** *Send resume and cover letter to Hospitality Manager, Maribeth Van Hecke at [maribeth@sc4a.org](mailto:maribeth@sc4a.org).*

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Sc4a.org

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