



Position: Event Staff

Reports to: Memorial House Events Manager

Job Overview: As an Event Staff, you will play a pivotal role in ensuring the smooth execution of events by handling set-up and take-down, coordinating with clients, managing gate access, and various other event-related responsibilities. This position requires excellent communication, organization, and problem-solving skills.

Responsibilities

Event Set-Up and Take-Down:

- Prepare event spaces by arranging furniture, decorations, and equipment as per client requirements.
- Ensure all event elements, including audiovisual equipment, signage, and materials, are in place.
- Assist with the dismantling and cleanup of event spaces after the event concludes.

Client Coordination:

- Act as point of contact for clients during events.
- Address client inquiries and requests promptly and professionally.
- Collaborate with clients to understand their event needs and ensure their satisfaction.

Gate Access Management:

- Monitor and manage access points, ensuring only authorized personnel enter event spaces.
- Verify guest lists and tickets to maintain security and control entry, as appropriate.
- Handle issues related to gate access or security during events.

Event Logistics:

- Assist in managing event logistics as outlined in the event plan.
- Coordinate with vendors, suppliers, and contractors to ensure their timely arrival and setup.
- Troubleshoot and address logistical issues as they arise.

Customer Service:

- Provide exceptional customer service to all event attendees and clients.
- Address guest inquiries and concerns professionally and promptly.
- Ensure a positive and welcoming atmosphere at all times.

Other Duties:

- Adapt to and assist with various tasks as needed to ensure the success of events.
- Collaborate with the Memorial House Events Manager to brainstorm and implement improvements in event processes.