



## **Job Title: Event Staff**

**Company:** Utah Heritage Foundation

**Location:** Memorial House in Memory Grove Park, Salt Lake City, Utah

**Status:** Part Time/Seasonal

**Closing Date:** Open until filled

**Website:** [www.memorialhouse-utah.com](http://www.memorialhouse-utah.com)

## **Job Description:**

Utah Heritage Foundation seeks a professional, friendly, and energetic individual to assist in all aspects of hosting events at historic Memorial House in Memory Grove Park, a popular venue for weddings, corporate parties, and other gatherings. Tasks include set-up and take-down of event furniture, assisting with client and attendee needs, coordinating with event vendors, addressing basic facility maintenance and cleaning needs, and supervising the park gate for event access. Applicants should have at least six months of experience in customer service or event planning, and have an ability to work well under pressure. Excellent verbal communication skills and basic computer skills are required.

This position requires manual labor and some moderate to heavy lifting is required (usually between 25 – 40 pounds). Applicants must be able to set up and take down banquet tables and chairs, and push/pull chairs on carts (approximately 400 pounds). Memorial House is an indoor/outdoor venue, so all applicants should be able to perform these manual tasks in any weather condition. Staff assignments may require extended amounts of time spent outdoors, during any season.

## **Hours:**

This is a part-time/seasonal position. The hours and shifts will vary. Typical shifts are 5 – 10 hours. Weekend and evening work is required. Midweek, daytime availability is desired.

## **Compensation:**

Pay is \$12 per hour, with bonus pay for shifts that require extended amounts of time spent at the park gate working in a security function.

## **To Apply:**

Please provide a resume and cover letter by email to [jada@utahheritagefoundation.org](mailto:jada@utahheritagefoundation.org), fax to (801) 537-1245, or mail to Utah Heritage Foundation, 375 N. Canyon Rd. Salt Lake City, UT 84103.

## **Questions:**

Call (801) 521-7969 or email [jada@utahheritagefoundation.org](mailto:jada@utahheritagefoundation.org).