



Position: Event Assistant, 20-30 hours per week, onsite

Reports to: Memorial House Events Manager

To apply for this position, please send resume to **Rachel Kelly at MemorialHouse@PreservationUtah.org**

Job Overview: As an Event Assistant, you will play a pivotal role in ensuring the smooth execution of events. You will assist in coordinating with clients and various other event-related responsibilities. This role is perfect for someone who's organized, loves working with people, and is eager to learn the ins and outs of event management. You will be an integral part of the Memorial House team, contributing to the success and growth of our events.

Responsibilities:

- **Event Logistics**
 - Assist in managing event logistics as outlined during the planning process.
 - Coordinate with vendors, suppliers, and contractors to ensure their timely arrival and setup.
 - Troubleshoot and address logistical issues as they arise.
 - Help implement improvements in event processes.
- **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.
- **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.
- **Office Support**
 - Supporting the events manager with logistical and administrative support.
 - Maintaining records of bookings, sending contracts, and processing payments.
 - Respond to phone, email, and walk-in inquiries about Memorial House.
 - Maintain and update the events calendar to ensure all event details are current and accessible.
- **Marketing**
 - Assist in the execution of social media strategies for platforms like Facebook and Instagram to promote Memorial House, engage with the community, and enhance brand visibility.
 - Ensure consistency in messaging and branding across all marketing channels, including digital and print media.
 - Collaborate on marketing campaigns, including creating content, scheduling posts, and analyzing engagement metrics to improve outreach efforts.

- Other Duties/ Qualifications:
 - Take on additional tasks as needed.
 - Able to work independently as well as part of a team.
 - Familiarity with Google Workspace and comfortable learning new systems.
 - Ability to juggle multiple tasks and meet deadlines in a fast-paced environment.
 - Flexibility to work evenings, weekends, and holidays as required by event schedules.