



EVENT STAFF

THE MONTPELIER CENTER FOR ARTS & EDUCATION

The Montpelier Center for Arts & Education ("TMC") is a 501(c)3 non-profit located in Montpelier, Virginia/Western Hanover County. TMC is an invaluable resource to the community & surrounding area.

With a vision to serve as a key resource for cultural and education enrichment in Central Virginia, the Montpelier Center for Arts & Education's overall mission is to engage and enrich the community through a variety of cultural and educational opportunities.

Position Description

We are looking for organized candidates with excellent interpersonal skills for the position of Event Staff. Event Staff are responsible for working under the instructions of The Montpelier Center's office staff, assuming the role of **welcoming guests/renters and vendors, setting up & taking down events, ensuring the building is clean after events, and scheduling setup with the office staff as not to interfere with classes and programs.**

This position is roughly 10-15 hours a week depending on the number of events and rentals. Time sheets must be kept for this position, with payment every other Friday. This position is at a rate of \$15/hr with an additional allowance for \$10/hr for one assistant.

A background check, references, as well as a drug test may be required. The non-profit is an Equal Opportunity Employer.

A full description of the major categories, responsibilities and duties is below:

Professional Qualifications

- A successful candidate for the Event Staff leader position will have **communication** and organization skills, possess a **positive attitude**, be **trustworthy**, have a flexible time schedule, and be **able to lift 40lbs.**
- The candidate will be expected to be **prompt, reliable, courteous** to renters, vendors, and TMC staff. He or she will represent TMC and must present themselves in a **professional manner.**
- The candidate must provide transportation for themselves to and from TMC and be able to work weekends and late nights as needed for weddings and events.



EVENT STAFF JOB EXPECTATIONS

The mission of The Center is to engage and enrich the community through a variety of cultural and educational experiences

Expectations in the Following Areas:

1. Rental & Event Support

- A. Schedule setup and take down of tables, chairs, etc. according to needs of renter and center availability
- B. Follow floorplan layout when setting up tables, chairs, pedestals, etc. and adjust them when renters arrive if needed
 - a. Be gentle on the hardwood floors
- C. Unlock facility for renters and secure all exits and turn off all lights before leaving after events
- D. Be the point-of-contact for a renter during their event in case of emergency

2. Janitorial Support

- A. Arrive before 'close time' to inspect rooms used and ensure renters have cleaned up, removed all of their belongings, food, beverages, bagged up the trash, etc.
 - a. Sign off on the Rental Check-Out Form acknowledging the renter has fulfilled their duties
- B. Restock toilet paper and paper towels and throw out bathroom trash if needed.
- C. Take garbage to dumpster on TMC property and replace with new trash bag.
- D. Keep garbage cans clean and sanitized.
- E. Sweep and clean spills. Be sure kitchen counters are clean, refrigerators/freezers are empty, stoves, and sinks are clear of items
 - a. Water should not be used on hardwood floors unless it's a small spot/spill clean-up (Bona – similar to Swiffer may be used on hardwood floors).
 - b. Floors and rooms should look clean and be acceptable for classes, activities, and future rentals