

Event Associate

Organizational Summary

The Arvada Center for the Arts & Humanities celebrates and elevates the human condition with engaging arts, humanities, education, and entertainment that expand the cultural landscape for everyone. The Arvada Center strives to create and maintain an inclusive and welcoming environment for all artists, actors, staff, volunteers, and patrons.

Position Summary

Reporting to the Events Supervisor of ACES (Arvada Center Event Spaces), this hourly nonexempt position is an essential component in the execution of Event Orders for the Arvada Center's Ballrooms and special events as requested throughout the facility.

Responsibilities

- Execute internal and external event needs including set-up and breakdown of ACES event per request specifications
- Facilitate and/or direct as appropriate, all day-of-event staff, renters, and vendors including, but not limited to: operations staff, maintenance staff, and security
- Set-up and break down tables, bars, chairs, screens, linens as needed
- Responsible for opening and closing ACES as required
- Enforce security policies, and secure ACES at event closing
- Greet ACES volunteers and client check in periodically during their shift
- Supervise, direct and expedite the day-of activities, including load-in, and set up of clients, catering staff, and vendor deliveries
- Complete ACES End of Event Report
- Empty trash, recycle and r.cup bins during and after events
- Light housekeeping duties such as wiping down rental equipment, vacuuming floors and organizing ACES equipment room
- Equipment inventory after each event
- Enforce ACES liquor policies; secure alcohol when required at end of function
- Effectively respond to emergencies within and outside the ACES perimeter
- Communicate between event ACES Director, Events Supervisor, Event Associates, Events Admin, vendors, and clients to ensure successful execution of events
- Other duties as assigned

Skills and Competencies

- Have or be willing to complete First Aid and CPR/AED certification training
- Propensity to troubleshoot and problem solve
- Ability to operate basic AV (projector, screens, lights, and microphones)
- Ability to interpret and set up power requests throughout the facility
- Excellent customer service, teamwork, and verbal communication skills
- Must be able to lift up to 50 lbs.
- Able to stand and sit for long periods of time
- Available to work evenings, weekends, and some holidays.

Compensation

This is a part-time, nonexempt position earning an hourly wage of \$18.00. Schedule may vary depending on event bookings, not to exceed more than 20 hours per week.

The Arvada Center for the Arts and Humanities is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees based on age, race, sex, color, religion, sexual orientation, gender identity, national origin, genetic information, disability or any other status protected by state or local law. Candidates from traditionally marginalized communities are especially encouraged to apply.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Application Instructions

Send an email with your resume and cover letter to jobs@arvadacenter.org with the job title in the subject line.

*Applications will be accepted until September 13, 2024.