



Events Lead AM/PM

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 Manager of ACES (Arvada Center Event Spaces), these hourly nonexempt positions are an essential component in the execution of Event Orders for the Arvada Center's Ballrooms, as well as special events as requested throughout the facility. Work schedule will be either early morning or late evening assignments to be determined by Event Manager based on scheduled event needs.

Responsibilities

- Events Lead serves as the day-of event Point Of Contact (POC) for Event Associates, clients, renters, vendors, staff, and security
- Execute and facilitate internal and external event needs including set-up and breakdown of ACES event per request specifications
- Set-up and break down tables, bars, chairs, screens, linens as needed
- Responsible for opening and closing event spaces as required
- Enforce security policies, and secure event spaces at conclusion of functions
- Greet ACES volunteers and client, and check in periodically throughout shift
- Supervise, direct, and expedite the day-of activities, including load-in and set up of clients, catering staff, and vendor deliveries
- Complete 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 as needed
- Maintains inventory list of equipment and décor
- 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, Event Manager, Event Associates, Events Coordinator, Sales Associate, vendors, and clients to ensure successful execution of events
- Other reasonable 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, leadership, and verbal communication skills
- Must be able to lift up to 50lbs
- Able to stand and sit for long periods of time
- Available to work evenings, weekends, and occasional holidays

Compensation

This is a part-time, nonexempt position earning an hourly wage of \$21.00. Schedule may vary depending on event bookings, not to exceed more than 30 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 resume and cover letter as pdf to jobs@arvadacenter.org with the job title in the subject line.