



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 Manager, 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 break down of event per request specifications
- Set-up and break down duties to include: tables, bars, chairs, screens, linens as needed
- Enforce security policies, and secure space at event closing
- Greet staff, volunteers, and client during shifts
- Assist with day-of activities, including load-in, and set up of clients, catering staff, and vendor deliveries as directed
- Empty trash, and recycle during and after events
- Light housekeeping duties such as wiping down rental equipment, vacuuming floors and organizing event storage and equipment room
- Equipment inventory after each event
- Enforce Arvada Center liquor policies; secure alcohol when required at end of function
- Effectively respond to emergencies within and outside the event perimeter
- Communicate between Event Manager, Event Associates, Event Leads, on-site Security, vendors, and clients to ensure successful execution of events
- Other reasonable duties as assigned

Skills and Competencies

- 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. occasionally
- Able to stand and sit for long periods of time
- Willing to work evenings, weekends, and some holidays.

Compensation

This is a part-time, nonexempt position earning \$18.00 per hour and is eligible for paid sick time. 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 November 17, 2025.