



## **OPAC Event Attendant**

### **SUMMARY OF POSITION**

The Event Attendant is a multifaceted position that includes custodial work, house management and event set up and hosting. This position is cross-trained in all these areas to better serve our clients and patrons in a busy, demanding events venue. This well-rounded, part-time position works under the direction of the Operations Director.

An Event Attendant helps prepare, staff, and clean up for OPAC events and ensures a comfortable and safe environment for audiences to enjoy at the Center and its programming. This position requires a flexible schedule and includes nights, weekends, matinees, and holidays. Special projects/other duties as assigned.

### **DUTIES AND RESPONSIBILITIES**

- Represent OPAC positively and professionally in interactions with the public and with clients.
- Problem solve; deal with customer concerns or other issues quickly and effectively with excellent customer service.
- Attend to multiple reception spaces including banquet rooms, patios, and classrooms.
- Participate and work effectively as a team player with other employees, venue clients/renters, patrons, and visitors.
- Prepare for, set up and strike events, exhibitions, and conventions
- Assist with clients needs during events (audio/visual, custodial, extra furniture, etc)
- Handle security logistics during events
- Collect payments from vendors/ clients as necessary
- Maintain a clean and orderly facility
- Ensure all assets are secured after event is finished

### **PREFERRED SKILLS**

- Strong verbal and written communication skills
- Excellent customer service skills
- Ability to work independently or in a team setting
- Take initiative
- Good attention to detail
- Previous event, custodial and/or facility experience a plus
- Bilingual in Spanish and English a plus
- Timely, friendly, responsible, and professional

### **WORK CONDITIONS**

- Ability to lift 50 pounds
- Work with cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
- Work in conditions that will create dirt and dust.