



## Event Lead Job Description

**Reports to:** Facility Coordinator

**Directly Supervises:** Set up, tear down and clean-up crew

### **I. GENERAL RESPONSIBILITIES**

Under the supervision of the Facility Coordinator, Contract Weekend Event & Rental Lead is responsible for facilitating and overseeing the weekend events and rentals.

### **II. DUTIES**

- A. Opens and / or secures the facility.
- B. Sets up rooms in accordance with the layout provided by the Facility Coordinator.
- C. Oversees all aspects of the event / rental to assure compliance with the contract.
- D. Performs light janitorial duties such as: sweeping, vacuuming, garbage removal, bathroom cleaning and set up and tear down of tables and chairs.
- E. Works with and provides work direction to the Contract Facility Assistances and volunteer workers to assure customer satisfaction.
- F. Occasionally, sets up bar, provides bartending service and manages the cash drawer.
- G. Oversees security personnel.
- H. Other activities and duties as assigned by the Facility Coordinator.

### **III. RELATIONSHIPS AND CONTACTS**

- A. Supervisory Relationships
  - 1. Accountable to the Facility Coordinator.
  - 2. Provide work direction to the Contract Facility Assistants and volunteer workers.
- B. Organization Relationships
  - 1. Works with all Staff as needed in accomplishing required duties and responsibilities.
  - 2. Exhibits a sensitivity to working with older adults, especially those who may have physical and/or cognitive limitations.



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### **IV. EXPERIENCE, SKILL AND EDUCATION REQUIREMENTS**

- A. Requires a high school diploma (or equivalent).
- B. Ability to work with minimal supervision and pay attention to details.
- C. Ability to provide leadership and work direction to Contract Facility Assistances and volunteer workers.
- D. Must demonstrate ability to coordinate, manage and perform job duties in a complete and organized manner.
- E. Ability to function in a busy environment with multiple distractions in a professional and positive manner.
- F. Requires excellent communication skills, both verbal and written.
- G. Must demonstrate personal maturity in handling problems and resolving conflicts.

### **V. Pay, Work Day and Benefits**

This position is generally a weekend and as-needed position. It is classified as independent contractor. The hours will vary depending on the needs and the event / rental.