



Position Overview

The Event Assistant (EA) is supervised by the Events Coordinator. The EA position is a challenging and rewarding one, which will help each EA gain valuable experience in event planning and execution, client relationships, time management, leadership, and communication.

Responsibilities

- Provide on-site event assistance to external and internal groups with direction from the Assistant Director.
- Coordinate external service providers in event set up, event hours, and event tear down.
- Assist client with questions and concerns before, during and after events. Check on events during assigned schedule to ensure proper usage of spaces and address concerns or questions.
- Liaise with internal and external clients in the weeks leading up to events, assisting with preliminary event planning, brainstorming, and logistics.
- Become fully familiar with the policies and procedures associated with each space and be able to explain them clearly and concisely to internal and external clients and external service providers.
- Respond to emergencies or incidents associated with events or spaces and help find solutions to problems.
- Participate in weekly staff meetings.
- Participate in regular trainings pertaining to the EA role such as audio/visual instruction and customer service.
- Evaluate, critique, and offer constructive feedback about current space policies and procedures.
- Respond to concerns and enforce space usage guidelines and policies.
- Fulfill other responsibilities as assigned by the Events Coordinator

Requirements

- Ability to successfully complete the knowledge and abilities above.
- (3) Years of related office work experience.
- Demonstrated skills in providing administrative support which involved event planning and coordination.
- Excellent customer service skills.
- Ability to make group oral presentations.
- Outstanding time management skills; a
- Ability to coordinate logistics and execute project details with an awareness of deadlines.