



EVENT STAFF

Position Overview:

Event Staff play a key role in providing outstanding customer service while ensuring each event here at Mechanics Hall is safe and successful. Event Staff will be supervised by the Event Operations Manager and will assist in all areas of event operations, as needed.

Responsibilities:

- Greet event patrons, help patrons navigate the venue and address any questions or concerns they may have
 - Be aware of and follow the proper procedures for assisting patrons with disabilities
 - Set up chairs and stages for events
 - Assist with stage adjustments and piano moves when necessary
 - Facilitate seating organization in respect to fire code regulations and working as an usher when needed
 - Serving food and drinks and operating cash register systems when applicable
 - Performing janitorial tasks such as sweeping, mopping and restocking restrooms during and post- events
 - Attend Training and Event Staff meetings as required
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Qualifications:

- High school diploma or equivalent
- Must be at least 18 years old
- Courteous, friendly personality
- Maintain a professional, neat and well-groomed appearance, adhering to the Mechanics Hall dress code requirements
- Strong problem solving, communication, and interpersonal skills, ability to handle tense situations with customers in a calm and rational manner
- Must be observant, thorough, responsible and punctual
- Ability to meet physical demands of the position including walking, standing for extended periods, climbing stairs repeatedly and lifting heavy items (50 lbs.)
- Able to work a varied schedule consisting of nights, weekends, and holidays

This part-time, hourly position reports to the Event Operations Manager. Rate of pay is \$16 per hour. The number of hours per week will vary depending on the events schedule. Events include galas, fundraisers, weddings, dinners, and dinner-dances as well as both public and private receptions before and at performance intermissions.

Applicants must include a cover letter and resume. No phone calls, please. Email: jobs@mechanicshall.org

Organization Overview:

Founded in 1842, the Worcester County Mechanics Association's (WCMA) mission today is to enrich the cultural, social, and economic vitality of the community by stewarding Mechanics Hall, a historic landmark and world-class performance hall, which serves as an inspirational gathering place for programs and events that showcase the vast diversity of human experience.

We do this by allowing curated use of the Hall by outside organizations (whether non-profit or for-profit) for a wide variety of events, and by providing educational, musical, and cultural experiences produced in-house. We ensure the favorability of our performance and meeting hall by giving priority attention to building upgrades and improvements. For more information, visit www.mechanicshall.org.



Equal Opportunity Employer:

Mechanics Hall is an equal opportunity employer and contractor. We do not discriminate and do take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions and other conditions of employment against any employee or job applicant on the bases of race, color, religion and creed, gender and gender expression, age, national origin and ancestry, disability, marital status, sexual orientation, military status, veteran status, and any other characteristic protected by law. We recognize the injustice of job discrimination in any form and require the full cooperation of all Mechanics Hall employees to ensure the successful operation of our Equal Employment Opportunity Policy.