



**Mission:** *BlackRock Center for the Arts brings inspiring performing and visual arts experiences to diverse audiences in a welcoming and intimate setting, providing opportunities to explore, celebrate and engage in the arts.*

**POSITION TITLE:** Part Time Events Associate  
**REPORTS TO:** Director of Rentals and Events  
**CLASSIFICATION:** Non-Exempt, up to 20 hours per week

#### **OVERVIEW: POSITION DESCRIPTION**

The Part-Time Events Associate will serve as the lead manager on smaller events and an assistant on larger events. As a customer-facing position, the Events Associate will work with clients or staff on the execution of the event, including but not limited to assisting with getting vendors into the building, set-up, monitoring events in progress, breakdown/clean up and supervising the client exit. On rental events, the Events Associate will ensure that the client follows all the relevant rules of the space as well as the terms of their contract. Depending on the time of the event, the Events Associate may be responsible for opening or closing the building in accordance with the opening and closing standard operation procedures.

#### **JOB DUTIES AND RESPONSIBILITIES:**

- Provide outstanding, professional, and culturally sensitive customer service with swift resolutions to client/customer problems.
- Supervise vendors, clients, and guests while in the building ensuring that all BlackRock property is maintained and used appropriately.
- Supervise technicians and bartenders. For rental events, facilitate communication between them and the client.
- Make sure part-time staff are correctly entering their time into the time management system.
- Monitor event spaces to ensure a smooth and enjoyable process for all.
- Restore events spaces to their standard set-up following the event.
- Assist with the filling out and filing of incident and accident reports.
- Create and distribute the end of night report.
- Maintain the security of the building when following the opening and closing procedures.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit, stand, walk and work at a computer, relative to an office environment
- Ability to lift and/or move up to 50 pounds
- Ability to work a flexible work schedule, including weekends and evenings, as required

#### **EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS:**

- High level of attention to detail, combined with the ability to be flexible, take initiative and work collaboratively.
- Excellent written and verbal communication skills.
- High degree of tact, discretion, and sensitivity in working with major donors, patrons, prospects, and volunteers.
- Positive attitude and friendly spirit, culturally sensitive.
- Impeccable organizational skills with the ability to handle multiple tasks simultaneously.
- Positive attitude and friendly spirit, culturally sensitive.
- Excellent written and oral communication skills.
- A commitment to BlackRock's mission to bring performing and visual arts experiences to diverse audiences and providing accessible opportunities to engage in the arts is essential.