



Position Title: Event & Building Supervisor

Reports To: Assistant Directors

Hourly Rate: \$17.00/hour

Schedule: Variable, based on event and rental needs; includes weekends and evenings

Position Overview

The Event & Building Supervisor works under the supervision of the Assistant Director and is responsible for supporting facility operations, including rentals and special events. This role involves event setup and breakdown, customer service, facility maintenance, and general supervision during events.

Essential Duties & Responsibilities

1. Special and Rental Events

Before Events:

- Set up tables and chairs in advance of events
- Set up and test A/V equipment

During Events:

- Provide customer service and respond to issues or equipment problems
- Perform light maintenance (restocking restrooms, trash removal, spill cleanup)
- Supervise contract security guards
- Monitor overall facility and respond to emergencies

After Events:

- Break down and clean tables and chairs
- Sweep and mop rooms, stairs, and lobby areas as needed
- Remove all trash and reline trash receptacles
- Inspect kitchen for cleanliness following renter/caterer departure

Additional Duties:

- Maintain event supplies and storage (organizing, cleaning, inventory checks)

2. Facility Maintenance

- Replace lightbulbs as needed
- Restock and tidy restrooms and kitchen; replace trash liners
- Clean scuff marks on walls and floors; patch and touch up paint as needed
- Report maintenance or equipment issues to the Assistant Director for Events & Facilities
- Perform other light facility and equipment maintenance as required

3. Opening and Closing Procedures

Opening:

- Unlock building and prepare facilities for use
- Ensures cleanliness, lights on, and rooms ready for public access

Closing:

- Conduct internal and external security checks
- Tidy restrooms, turn off lights, and set alarms

4. Front Desk, Gift Shop & Gallery

- Complete opening and closing cash drawer counts
- Manage volunteers and coordinate front desk, gift shop, and gallery activities
- Answer phones and respond to general visitor inquiries
- Assist customers with admissions, registrations, sales, and rental transactions
- Provide gallery monitoring as needed
- Perform basic clerical duties (filing, copying, etc.)

5. Other Duties

- Perform additional related duties as assigned
- May include completing volunteer tasks when shifts are unfilled or volunteers lack necessary skills

Qualifications

Physical Requirements:

- Ability to set up and take down large folding tables and event equipment
- Lift and stack chairs on racks
- Move podiums, table, and chair carts
- Lift and carry up to 50+ pounds
- Climb ladders up to 12 feet

Skills & Abilities:

- Make sound decisions based on understanding of facility operations and event needs
- Work independently with direction and collaboratively as part of a team
- Demonstrate basic computer skills (Microsoft Office Suite) and willingness to learn new software (e.g., Point of Sale systems)
- Adapt to changing priorities and schedules
- Respond quickly and positively in a fast-paced, service-oriented environment