

Job Description: Events Crew Lead

Salary: \$13.00 - \$14.00 hourly

Please apply by providing your cover letter and resume to:
vickie.glastetter@fosswaterwayseaport.org or by mail to:

**Vickie Glastetter
Foss Waterway Seaport
705 Dock Street
Tacoma, WA 98402**

Under the direction of the Events Supervisor (Events and Sales Manager), this position is responsible for opening and closing the facility site and supervising rental groups of varying sizes while acting as an on-site liaison between the event planner and the event crew.

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers and suppliers.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Essential Duties:

- Supervise event crew during the event, as well as set up and take down.
- Ensure staff provides security throughout the building during the events.
- Strike museum exhibits prior to event set up and/or returns all museum exhibits after event.
- Arrange tables and chairs and other furnishings according to floor plan.
- Monitor event guests to make sure no one is going into unauthorized areas or damaging any exhibits.
- Maintain an orderly event space, supervise catering area, and ensure doors are being used properly.
- Make sure that garbage cans are emptied continually throughout event.
- Make sure the restrooms are check for cleanliness and re-stocked continually throughout the event.
- Informs client (1/2) hour prior to contracted rental end time to stop serving alcohol and start cleaning up.
- Take pictures of post-facility rental condition in the event of damage or not returned to pre-event condition.
- Ensure client removes all equipment and food brought in unless prior arrangements have been made.
- Ensure all garbage is removed and taken by caterer.
- Ensure all facility equipment is returned to its proper location pre-rental.
- Works effectively with the client contact during the event.
- Ensure that all aspects of the rental agreement are met.
- Respond to customer inquiries, requests or complaints in a professional and courteous manner.
- Secure facility, ensure all doors are locked and alarm is set.
- Other duties as assigned.

Minimum Qualifications:

- Must be at least 18 years of age.
- Ability to lift at least 50 pounds. (Some heavy lifting may be required).
- Excellent customer service skills.
- Ability to communicate effectively and resolve challenging situations in a professional manner.
- Able to work a flexible schedule that varies as needed for booked rentals.

FOSS WATERWAY SEAPORT

Working Conditions:

PHYSICAL ABILITIES:

- Standing for extended periods of time.

Additional Information: This position is an at-will position with no written or implied contractual agreement.