



## Intervale Center Employment Opportunity Event Staff (2 Positions Available)

### Summary of Position:

The Event Staff person will provide support to events like weddings, parties, business meetings, and partnered events using Intervale Center facilities by answering questions, troubleshooting, opening and closing buildings before and after events, and being a main contact in case of emergencies. Events take place during evenings and weekends.

Reports to: Events Manager

Part-time, seasonal: 8 – 20 hours/week from May 16<sup>th</sup> – October 16<sup>th</sup>

### Roles and Responsibilities:

- Staff the Intervale Center farmhouse office building and respond to any questions or emergencies that come up during events.
- Unlock the indoor bathroom door upon arriving and lock up before departing.
- Troubleshoot questions and problems, which may include restocking supplies, helping with a sound system, etc.
- Ensure buildings are properly secured and that events end on time.
- Be courteous and helpful, providing excellent customer service to guests and event attendees.

### Qualifications:

- Trustworthy, responsible, and communicative.
- Some customer service experience preferred.
- Weekend and evening hours required.

This position is based in Burlington, Vermont. It's part-time for 8 – 20 hours/week and is seasonal. The term of employment is May 16, 2024 – October 16, 2024. Compensation is \$19.00 per hour.

Intervale Center is an Equal Opportunity Employer that values diversity of experience, background, and perspective to enrich our work. Applications by members of all underrepresented groups are encouraged. To apply, please send a brief introduction and resume to [jobs@intervale.org](mailto:jobs@intervale.org) by May 1, 2024.