

Event Staff Job Description

Position: Event Staff

Supervisor: Director of Events

Type: Part-time as needed, non-exempt

Hourly Rate: \$20

Organization Overview

Revolutionary Spaces is a new arts & culture organization on Boston's Freedom Trail, formed in January 2020 by the merger of the Bostonian Society and Old South Association. Through partnerships, theater and arts, exhibits, and other cultural activities, Revolutionary Spaces brings people together to explore the history and continue the work of democracy that was started in part in the two historic sites and museums we care for – Old South Meeting House and the Old State House, located two blocks from each other in the heart of downtown Boston.

Revolutionary Spaces is an equal opportunity employer. We value inclusion, relevance, boldness of thought, and engagement in our work.

Position Summary

We are looking for highly organized candidates with excellent interpersonal skills for the position of Event Staff. Event Staff is responsible for working under the instructions of the Director of Events, assuming the role of welcoming guests, set/up and breakdown event needs, and among other duties.

Event Staff will constantly be on their feet and attend to the many needs of event-goers, requiring physical stamina and high energy levels.

Event Staff Responsibilities:

- Setting up venues for events, including chairs and building stages.
- Working as ushers and ensuring that seating arrangements adhere to fire code regulations.
- Operating cash registers.
- Working under the instructions of the Director of Events
- Ensuring the event hall is clean and organized.
- Adhering to event safety standards.
- Ensuring excellent levels of customer service.
- Undertaking security duties.
- Assuming the role of ticket taker and welcoming guests.
- Dispensing useful information to event-goers.

- Resetting venues back to normal after-event is completed.
- Removing rubbish to bin outside

Event Staff Requirements:

- Ability to take direction and demonstrate flexibility with shifting priorities on event day
- Outstanding organizational skills.
- Diligence and attention to detail.
- Exceptional interpersonal skills and a friendly demeanor.
- Excellent written and verbal communication.
- Physical stamina and high energy levels.
- Good problem-solving skills.
- Ability to perform under stress.
- Excellent multitasking ability.
- Conflict management skills.

Physical Requirements:

- Ability to lift up to 50 lbs. repeatedly.
- Ability to stand for prolonged periods

Schedule:

- Days, evenings, weekend, weekdays, holidays

Education:

- High school or equivalent (*Preferred*)

To apply, please email HR@RevolutionarySpaces.org with your resume and a short email about why you are right for this job.