

JOB ANNOUNCEMENT

- **Position:** Event Attendant for the historic Ainsley House
- **Pay:** \$12/hour
- **Season:** May-October
- **Days:** Friday evenings, Saturdays & Sundays (days &/or evenings)
- **Contact:** barbier@cityofcampbell.com

Position Description:

This is a part time position. The Event Attendant serves as the event supervisor for all events held in the garden of the historic Ainsley House. This includes assistance in wedding coordination, overseeing on site vendors, helping to preserve the garden and representing the Ainsley House and Campbell Historical Museum as the city staff liaison during the events.

Duties:

- Attend rehearsals and help coordinate ceremony if necessary.
- Over see site set-up by event vendors, make certain that vendors are following the site policy guidelines.
- Manage timing of event—alert caterer, renter or other necessary parties to begin clean up
- Over see site clean up, direct caterer to useable dumpster, determine if clean up is done thoroughly
- Direct event guests to useable restrooms.
- Unlock Bridal Changing room, on-site rest room, and Ainsley House when necessary.
- Manage wedding party in Ainsley House for bridal party walk through to garden and for inside photography use.
- Monitor DJ noise level
- Keep outside wedding crashers from attending event
- Trouble shoot any problem that might arise

Requirements;

- Able to work at least two weekends per month in May through mid October (this includes a Friday evening rehearsal hour)
- Highly responsible.
- Good time management skills.
- Comfortable supervising large groups.
- Good communication skills
- Able to work with diverse groups of people and to be flexible if necessary.
- Professional appearance
- Professional attitude