



Job Opening: EVENING EVENT SUPERVISOR

Mount Pisgah Arboretum is seeking a seasonal **Evening Event Supervisor** to work an average of 21 hours per week Friday, Saturday, and Sunday evenings from 4:30pm-11:30pm, as well as some weekday hours for occasional events as availability allows, from May through October 2023. The **Evening Event Supervisor** is a position of both hospitality and security, from the first initial greeting to the conclusion of the event. Primary duties for the **Evening Event Supervisor** are to supervise weddings and other events in the Arboretum's White Oak Pavilion, provide outstanding customer service to Pavilion renters, maintain janitorial services, address rare security issues, and assist with break-down of each event.

Mount Pisgah Arboretum is a resource for the whole community, and promoting diversity, equity and inclusion is key to achieving our vision. We seek diverse perspectives throughout the organization, and we do not discriminate on the basis of race, color, religion, gender, sexual orientation, age, marital status, national origin, mental or physical disability, or any other legally protected status. If you think you have the skills we're looking for we encourage you to apply.

Evening Event Supervisor duties:

- Oversee evening events (primarily weddings) at the White Oak Pavilion
- Provide for the needs of rental clients and vendors
- Monitor compliance with rental rules
- Maintain events log and communicate issues with other Arboretum staff
- Facilitate event takedown including tables/chairs, lanterns, and other accessories
- Check grounds, parking lots and the Pavilion for safety concerns
- Ensure that rental facilities and other public amenities remain clean and well stocked
- Checkout renters, close events, secure site, lock facilities and gate

Qualifications:

- Able to work Friday, Saturday and Sunday evenings from approximately 4:30pm-11:30pm, ability to work some variable weekday hours as events require preferred
- Able to work independently and be the last person on site
- Able to provide outstanding customer service at every event
- Able to communicate appropriately and effectively with rental clients, vendors, the public, volunteers and staff.
- Able to solve practical problems and interpret instructions presented in written, oral, diagram, or schedule form.
- Enjoy weddings and large events
- Able to patrol Arboretum grounds for security checks
- Able to walk grounds, stand for periods of 30 minutes or more, and lift up to 50 lbs regularly
- Excellent reliability and punctuality
- Able to enforce sound policies and facility requirements
- Valid Oregon driver's license and own transportation required

Pay: \$17.75 per hour

To apply:

Send cover letter, resume and three professional references by midnight on April 30 to:

B. Rothweiler, Events@MountPisgahArboretum.org No phone calls or drop ins please.

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