



job description

Position	On-Call Events Staff	
FLSA Status	Non-Exempt	Comp \$20/hour starting
Department	W83	Hours Part-time/Seasonal
Reports to	Events Manager	Date March 2022

Position Summary

As part of the Events team, On-Call Events Staff assist with any building-related needs the event may require while also ensuring all clients and guests follow W83 Ministry Center building and event policies and protocols.

Job Description

- Overseeing event load-ins and load-outs, setups and takedowns.
- Working with caterers and vendors on the day of the event and troubleshooting as needed.
- Providing onsite support for client relations and needs during the event.
- Working with W83 operations staff for event needs (emptying trash, cleaning up spills, etc.); and assisting with crowd control and guest entry.
- Collaborate, assist, and communicate needs with Front Desk and Operations staff during the event.
- Review and comply with the event plan, ensuring spaces and equipment are used within agreed upon timeframe and methods.

Qualifications Profile

- Need to embrace Redeemer's vision and have a Gospel-oriented heart for New York City.
- Ability to balance multiple requests, prioritize, delegate, and complete in a timely manner.
- Ability to manage events on multiple floors, and remain mobile for long periods of time.
- Ability to lift up to 50lbs. and travel by stairway.
- Clear, direct, and kind communication.
- Hospitality, safety compliance, discretion.
- Availability to work evenings and weekends.
- Experience in house management, ushering, hospitality, entertainment, or similar Front-Of-House environments is beneficial.

Additional Information

- Shifts range from 3-10 hours, as needed and pending On-Call Staff availability.
- Hours are typically between 8am-10pm, but some shifts start as early as 6am or end at 1am.
- Transportation to/from W83 is sometimes reimbursed at Event Manager's discretion for exceptionally early or late shifts.
- Professional attire - clean, no text, no holes or rips.
- To the best of our ability, the W83 Events Office will offer shifts to On-Call Events Staff between 2-4 weeks in advance of need.
- While the start time of events is predictable, and the end time of events is usually consistent, sometimes events will run later than agreed and On-Call Events Staff will be asked to remain for the full event if possible.
- To apply or inquire, please send résumé and any questions to W83@redeemerws.com