

EVENT STAFF | JOB DESCRIPTION

\$18-\$20/HR +Tips | Part time/Flexible (~10-20 HRS Per Week)

WHAT IS OPEN SPACE

The mission of Open Space Studios is to offer a flexible venue for arts, culture and business events. We not only provide the venue space, we also work with our clients and partners to produce high quality professional events. The kinds of events on our calendar include theater, film, education, dance, music, comedy, pop up markets, private parties, conferences, fundraisers, and more. The fun of Open Space is that everyday is different and we get to work with a wide range of diversity and community.

Event Staff positions are part time and flexible with the opportunity to grow hours as desired. The time required revolves around scheduled events and venue management that range all weekdays, evenings, and weekends. We are happy to work with each of our team members to find the schedule that works best for them.

The primary role of Event Staff at Open Space Event Studios is to assist the active production of events including pre- and post- production.

Event Staff assists in the logistical management of private and public events. Their primary responsibilities include preparing the venue, setting up furniture and equipment, bartending, working the door, cleaning and post production. In addition to specific events, Event Staff are also considered Venue Stewards who assist in the day to day maintenance of the venue.

This is a part time, flexible position that supports a vibrant calendar of events . It is an exciting blend of physical, mental and social activity.

The specific areas of responsibility are detailed below:

Event Management & Hospitality

Our Event Staff get to do the fun part. They get to be at events! During events, Event Staff are tasked with running bar/concession services as well as being on hand to assist in any tasks that arise during the event including AV troubleshooting, maintenance cleaning, and answering questions from the clients or the public.

Event Staff are responsible for things like communicating any necessary issues that arise, closing and locking up the venue, being the point person that our clients can rely on and helping our clients to meet the expectations of their event.

Event Pre- & Post- Production

Each event at Open Space consists of variable components such as providing staging, lighting, sound, tables and chairs, and bar service. Open Space is meant to remain as flexible as possible, so each event has its own combination of components that requires setting up or preparing each time and then resetting. Event Staff will work closely with the administrative team to manage pre- and post- production.

Venue Maintenance & Stewardship

Open Space can have events seven days a week and can have multiple events in a day. It is crucial that we maintain cleanliness and appearance of the venue for all of our clients and community. For this reason, an additional requirement of the Event Staff Position is to be available for venue maintenance such as cleaning and organizing.

Event Staff should consider themselves stewards of the venue and to be empowered to help improve something if it is noticed (i.e. trash needs to be emptied, walls need to be cleaned, cords need to be organized, etc.)

EXPECTATIONS

Acceptance of Physical Labor

This position is inherently physical. It requires lots of moving, lifting and cleaning. In addition, during live events, Event Staff must remain actively attentive, which means moving around the event or standing at the bar. Successful Event Staff embrace physical labor.

Quality Customer Service

As the Event Staff you are the “face of Open Space”. Often, you will be the direct contact that the public has with the venue. As Event Staff are trained, they will become more confident of the ins and outs of the venue and should relay that confidence to clients and the public. Event Staff should feel empowered to have ownership of Open Space during events so that you are able to maintain authority.

The human to human expectations for being a representative of Open Space is that you are kind, thoughtful, and compassionate towards our clients and our audiences.

Team Collaboration

The Open Space team will always be a small and agile one. The goal is to successfully engage everyone on the team and to build a collaborative rapport. Our team has the task of delivering high quality events continuously. This will involve collectively working on common goals at hand, thinking creatively, and each member offering their unique skills.

SKILL SET & EXPERTISE

This position requires a versatile mindset and a range of abilities including a willingness to learn, agile physical movement, an enjoyment of working with lots of different people, and a desire to grow in live event production.

- Ability and desire for physical movement and lifting.
- Ability and desire to do a diversity of tasks
- Attention to detail as it pertains to Venue Stewardship & customer service
- Proven ability to work calmly and efficiently under pressure
- Ability to quickly adapt and adjust tasks to new expectations & direction
- Ability to problem solve/troubleshoot in the moment
- Superior communication skills
- A general interest in and curiosity for arts, culture, and business
- An enjoyment of being in community with Open Space team but also in the different communities that utilize Open Space
- A proactive and collaborative working style
- Strong sense of hospitality and customer service

HOW TO APPLY & DEADLINE

To apply please email info@openspace.studio and let us know what about this job motivates you to apply and send us your resume with three current references.

DEADLINE TO APPLY IS JUNE 9, 2023

