



POSITION DESCRIPTION

TITLE: Event Host

REPORTS TO: Events Manager

SUMMARY:

The Event Host will be responsible for monitoring special events and facility rental activities and ensuring that the guests have an enjoyable experience while maintaining the integrity of the Science Center. This position reports to the Events Manager and will deliver exceptional customer service and maintain customer satisfaction. The position will direct event guests to the event space upon arrival as well as facilitate the day-of load in of external vendors. The Event Host will also be responsible for working with the events team to set up and breakdown the event space.

HOURS:

Part-time, up to 20 hours. Must be able to work days, nights, weekends and holidays as needed. Hours of operation may vary.

RESPONSIBILITIES:

- Assist in event set up and event breakdown.
- Deliver exquisite customer service to clients. Always be attentive and try to anticipate any needs in a pro-active manor.
- Meet all vendors in the loading dock and escort to Riverview Room in the freight elevator. Coordinate with Security for vendor arrivals/departures and freight elevator needs.
- Greet all guests in the lobby upon arrival.
- Make sure main elevator is keyed on for access to 4th floor for the duration of the event and is keyed off after guests exit the property.
- Maintain knowledge of all KSC rules and guidelines and ensure they are understood and followed by catering staff, guests, vendors and contract staff.
- Periodically check with renters and caterers throughout duration of event and resolve any issues as needed.
- Complete Event Host check-list at the conclusion of all events to ensure all tables, chairs and other KSC equipment are returned to proper locations, and the room is clear of all vendor supplies, decorations, equipment, trash, etc.
- Maintain a professional appearance and behavior at all times.
- Must be able to assist with client and vendor load out after an event.
- Perform other duties as requested by Events Manager.

QUALIFICATIONS:

- Must be comfortable with performing event set ups and breakdown.

- Must be able to move tables and chairs when needed.
- Must be able to work flexible hours, including nights, weekends and holidays.
- Punctuality is very important.
- Must have excellent communication skills, both written and oral.
- Prior events experience preferred.
- Ability to maintain professional appearance.
- Ability to work as a team member with other staff.

EDUCATION REQUIREMENTS:

- High school diploma or above
- Catering, event management, wedding, hospitality, customer service experience or a combination preferred.

EFFORT:

- Ability to see, hear and speak
- Ability to stand for long periods of time
- Ability to bend, squat, kneel, reach and stretch
- Will be asked to lift up to 40lbs

WORKING CONDITIONS:

- Work is performed in a noisy environment.

MACHINES, TOOLS, EQUIPMENT:

- Computer, printer, photocopier, calculator, telephone, fax machine, camera

CLASSIFICATION:

Range 1
Regular Part-time
Non-Exempt

Reasonable accommodation may be made to those who are able to perform the essential duties of this job.

The Kentucky Science Center reserves the right to revise this Position Description, as it deems necessary.

The Kentucky Science Center is an equal opportunity employer.