



Position Description

POSITION TITLE:	Seasonal Events Assistant
WORKING TITLE:	Events Assistant
POSITIONS AVAILABLE:	Up to three annually
TERM:	Mid-May to Mid-October (negotiable based on availability)
EFFECTIVE DATE:	March 30, 2018

JOB RESPONSIBILITIES:

The Events Assistant is responsible for carrying out tours and events as needed at Wethersfield Estate. This may include setting up tables, chairs and other supplies, welcoming guests and registering participants, assisting with snack and mealtimes, cleaning up after events, recording event attendance and outcomes, assisting with tours of the Carriage House and Main House, and general support in the events office. Photographing events and uploading photos to archives will also be needed. The Events Assistant will be expected to learn tour narratives and study background information on the collections and history of the Estate.

JOB REQUIREMENTS:

Minimum Skill/Knowledge: This position requires an ability to communicate effectively with others; to follow directions, whether provided orally or written; a comfort with speaking before a small group of people; customer service and/or hospitality skills; and, a valid driver's license with an acceptable driving record.

QUALIFICATIONS:

High School diploma or equivalent required. Experience and/or additional education in the areas outlined for this position are required. The individual's motivation, level of accountability for a job well done, and ability to contribute actively to a team environment will be given strong consideration.

SUPERVISION:

This position is directly supervised by the Events Coordinator with optional supervision by the Estate Manager. This staff person will be required to abide by the Policies and Procedures of Wethersfield Estate.

WORK SCHEDULE:

While retained, the work schedule is a 40-hour work week, based on need. Some weekend days may be required.

SALARY AND BENEFITS:

This is a paid, temporary, seasonal position. No other benefits are provided.

HOW TO APPLY:

Complete the provided employment application and email to info@hlfoundation.org, subject line "Events Assistant."