

Special Event Host

Grade: 2

Reports to: Event Sales Manager

Department: Special Events

Job Status: Non-Exempt, Part-Time

Approval Date: August 2017

Job Summary:

A Special Event Host is responsible for assisting with private and internal events while representing the building. A support position to the Special Events team, this team member will act as a point person, servicing and hosting in-house and paid evening and weekend events; help with occasional office work; and assist at yearly bridal shows.

Essential Functions:

- Adheres to all Aquarium policies and procedures.
- Acts as the Event Host during evening events. Oversees all aspects of each special event assigned from the arrival of the first vendor to the departure of the last. Acts as the main liaison with the client, the vendors, the staff members and the volunteers on-site.
- Assists with monitoring all processes for quality assurance and excellent customer service.
- Assists with occasional Sales Office duties, such as mailings, data entry, and follow up-sales prospect activities.
- Develops familiarity with all Aquarium exhibits, services and events in order to become an information resource to our guests.
- Performs other duties as assigned by the Event Sales Manager.

Knowledge, Skills and Abilities:

- Has a strong grasp of the hospitality industry.
- Possesses excellent organizational and communications skills.
- Is able to manage multiple tasks in a high-energy environment and pay meticulous attention to detail.
- Maintains professional image and dress.
- Is able to work a flexible schedule, including late nights, weekends and some holidays.
- Is able to make win-win decisions under pressure.
- Is able to manage multiple tasks at one time.
- Is a team player and self-motivated.

Education and Experience Required:

- Prefer an Associate's or Bachelor's degree with a hospitality focus. Degree-seeking students welcomed.
- Prefer two years of experience in hospitality or event planning.

Licenses and Certifications Required:

- Valid Driver's License

Supervision of others:

- Serves as the point person for after-hours staff, vendors and volunteers.

Physical Requirements:

- Frequent walking and standing.
- Average bending, stooping, crouching, carrying up to 50 lbs., sitting, kneeling and balancing.

Working Conditions:

- Frequent contact with vendors and the public; must carry a radio.
- Rotating shifts on weekdays and/or weekends, including late nights.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not construed to be an exhaustive list of all job duties performed by the personnel classified.

The Aquarium is an "at-will" employer, and as such, employment with the Aquarium is not for a fixed term, or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.