



## **JOB POSTING**

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**Job Title:** Event Associate

**Status:** Part-time

**Number of Positions:** 1

**Classification:** Hourly

**Reports to:** Maeve Dupree

### **Description**

Reporting to the Guest Experience Senior Liaison, the Event Associate will assist in operations, functions, and programming for birthday parties, sleepovers, and other in-house and private events at the Aquarium of Niagara. Event Associates may be required to work weekends, evenings and occasionally overnights. The Event Associate must model mutual support, excellent communication and joint problem-solving skills among Directors, Supervisors, Staff, Trustees, Vendors, and Volunteers/Interns. They must cultivate, support, and maintain a culture of inclusion and engagement (positive morale) at the Aquarium of Niagara.

### **Essential Responsibilities**

- Work in close coordination with the Guest Experience Senior Liaison to provide support developing, evaluating and running the birthday parties, sleepovers, and private events
- Assist in the set-up and breakdown of events and ensure cleanliness of event spaces
- Coordinate with other departments to ensure all aspects of each event are executed according to plan
- Greeting and guiding event guests, making sure to consistently demonstrate courteous and professional behavior in all work aspects with all team members and guests
- Possess a working familiarity with Aquarium of Niagara's event policies and packages
- Accurately operate cash registers in accordance with cash handling policies and procedures
- Maintain a working knowledge of emergency and crisis management, procedures, and protocols
- Occasionally, serve as a liaison between vendors and the event team, assisting with scheduling, confirming deliveries and services, and ensuring vendor needs are met in alignment with event requirements
- Additional duties as assigned

### **Requested Requirements**

- Must be willing to work a flexible schedule that includes weekends, evenings, overnights and occasional holidays
- Must demonstrate excellent oral and written communication skills
- Must be comfortable interacting with large groups of people and providing excellent customer service
- Must have proficient mathematical skills and be comfortable handling large volumes of cash
- Must have basic computer skills
- Must be able to multitask while maintaining a positive attitude to ensure excellent guest service
- Good organizational skills
- High school diploma/GED Equivalent

### **Working Conditions**

- Able to lift 50 pounds and walk over uneven terrain and in all weather
- Able to kneel, bend, stand, and climb a ladder

- Able to participate in mandatory first aid, CPR and AED training

**Salary Range**

Starting at \$16.00

**To Apply**

Please send resume and cover letter to [kdaloise@aquariumofniagara.org](mailto:kdaloise@aquariumofniagara.org). Be sure to include Event Associate in the subject line of any correspondences.

The Aquarium of Niagara is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.