



Event Attendant

Position Description

Historic Philadelphia isn't just a place - it's an organization - dedicated to making our nation's history relevant and real through interpretation, interaction, and education, strengthening Greater Philadelphia's role as the destination to experience American history. Historic Philadelphia, Inc. operates The Betsy Ross House, Franklin Square and Once Upon A Nation.

Historic Philadelphia is looking for Event Attendants to join the Events Team. Join this dynamic organization and gain valuable experience in customer service, events execution, and more.

The Event Attendant is the guest's first impression of Franklin Square and Historic Philadelphia. While working an event, the Events Attendant will work under the direction of the Event Sales Manager to ensure the event is executed properly and on schedule.

Responsibilities:

- Provide extraordinary Guest service to the Client and all attendees of the event
- Prompt setup and clean-up of the event
- Setup tables and chairs according to special floor plan requests
- Test AV Equipment and troubleshoot technical difficulties
- Ensure events run smoothly, acting as the main point person for Event Clients
- Complete all paperwork and reporting at conclusion of the event
- Complete inventory counts and uphold a clean and orderly workspace
- Be knowledgeable of everything Historic Philadelphia has to offer
- Other tasks as assigned

Requirements

- Must have open availability on weekends
- Ability to have continuous standing and/or walking activity throughout the assigned shift
- Comfortable working outside in various conditions
- Ability to lift to 50 lbs.
- Ability to effectively communicate and maintain a professional relationship with other team members and superiors
- Ability to provide the highest level of speed of service for all events in an efficient and professional manner
- Previous customer service experience preferred
- Available for minimum shift of 4 hours
- Events Attendant reports to the Event and Group Sales Manager
- Compensation: \$15/hour
- Part-time position

Please send resumes to Mandy Tuttle, Event and Group Sales Manager at mtuttle@historicphiladelphia.org.