

## **Community Events Crew Rapid City Arts Council**

Hours: Part-time, 10-15 hours per week (10 hours per week guaranteed), irregular hours including nights and weekends as needed

### Position Summary:

Are you interested in a flexible position to earn extra income? The RCAC Community Event Crew consists of energetic individuals who deliver excellent customer service to organizations that rent event space at the Dahl Arts Center. In addition, the Crew works closely with RCAC's Events Manager to run arts and culture events hosted by RCAC. Types of events may include performances, weddings, corporate meetings and galas, and receptions. An Event Crew member's job is to help ensure that all events are flawlessly executed and that attendees have a positive, inspiring experience.

Event Crew members must be able to work with the public and with staff (paid and volunteer) from diverse backgrounds with professionalism and patience. This is a physically demanding job, including standing and walking, cleaning, moving boxes, storing supplies, tables, chairs, equipment, etc.

The Event Crew is supervised by the Events Manager and is paid hourly. It is anticipated that the assistant will work 10 hours per week and that those hours will often include evenings and weekends.

### Primary Duties:

- Perform event setup and tear down duties, including tables, chairs and décor
- Staff the event and provide hospitality, including guest check in and food/beverage stations
- Maintain a clean and safe environment for guests
- Maintain an orderly and well-organized storage area
- Track participant feedback and building use/attendance
- Other duties as assigned by Events Manager

### Qualifications:

- Courteous conduct and customer service skills are necessary
- A passion for the arts a plus
- Experience in customer service or hospitality industry
- Must be able to lift at least 25 pounds and work on 18' ladder
- Available to work evenings and weekends based on events schedule
- Demonstrates reliability and attention to safety protocols
- Function as an active participant, cooperating and pitching in to help
- Exhibit flexibility, adapting to changing deadlines and situations
- Excellent problem-solving skills

Compensation and Benefits: \$12/hour, plus tips

## Organization Description:

Our mission is to champion inclusive, innovative, and inspiring arts opportunities to enrich the communities we serve.

We accomplish our mission through educational programs for people of all ages and abilities, exhibitions with a special focus on regional artists, and support to artists and arts organizations in the community. Through our public-private partnership with the City of Rapid City, we provide leadership on artistic and cultural development for the city and manage the Dahl Arts Center.

### The RCAC:

- Provides quality arts programs for the community
- Works to increase the impact and awareness of arts and culture in the region
- Stimulates and promotes the arts
- Encourages diverse participation in the arts
- Leverages the arts for social and economic benefit in the region
- Promotes sustainable community use of the Dahl
- Is a not-for-profit 501(c)(3) organization
- Staffs a talented high-performance organization where each employee has an equal opportunity to gain career experience and develop leadership in the arts

## Equal Employment Opportunity

The RCAC is committed to equal employment opportunity. We do not discriminate based on any classification identified and protected by applicable federal, state, or local law, including but not limited to sex, race, religion, color, national origin, ancestry, creed, gender, pregnancy, age, genetic information, military status, gender identity, sexual orientation, disability, or on any other basis that would be in violation of any applicable federal, state, or local law. Our goal is to recruit, hire, and maintain a diverse workforce. Equal employment opportunity is good business as well as the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion, termination, compensation, and benefits.

We make reasonable accommodations for known physical or mental disabilities of qualified job applicants or employees to allow them to perform essential job duties.

### To Apply:

Please send your resume in an email to [events@thedahl.org](mailto:events@thedahl.org) with subject "Events Crew Resume"