

Job Title: Events Assistant/Dahl Arts Center
Organization: Rapid City Arts Council
Location: Dahl Arts Center, Rapid City, SD
Type of Position: Part-time, but flexible for the right candidate.
Schedule: Must be available at least 20 hours/week.
Must be available to work Fridays, Saturdays and evenings.
Date Posted: 3/29/24
Apply By: 4/8/24 Open until filled.

Do you bring high energy to making events run like clockwork? Do you care about community? Come work with us! With 50 years of experience, the Rapid City Arts Council (RCAC) transforms our community through the arts. Our team has managed the Dahl Arts Center since 1974. As a nonprofit organization, we staff a small and highly talented organization where each employee has an opportunity to show leadership at work and in our sector. Learn more about us at www.rapidcityartscouncil.org and www.thedahl.org.

As the Events Assistant, you'll play a pivotal role in the seamless execution of an array of events held at the Dahl, including performances, concerts, receptions, and private functions. From collaborative planning and setup to on-site management and teardown, our event team handles it all. You'll work under the instruction of the event manager and with on-call event staff, collaborating closely with colleagues, clients, vendors, and artists to guarantee that each event is flawlessly executed and aligns with our standards of excellence. Together, our aim is to create memorable experiences that leave everyone buzzing. Reports to Community & Event Manager.

What you will do:

Setup & Tear Down

- Prepare event space according to specifications.
- Arrange furniture and decorate as needed.
- Set up audiovisual equipment.
- Lead the tear-down process after the event, including storing furniture and packing up equipment when the event is complete.
- Inspect equipment for damage after use and check it against an inventory list.
- Clean the venue and restore the space to its original condition.

Event Management:

- Manage events from start to finish, overseeing all logistical aspects to ensure smooth operation.
- Adhere to event safety standards.
- Coordinate vendor deliveries and setups/breakdowns.
- Work at the bar, serving beverages including beer and wine.
- Operate the point-of-sale system and cash register.
- Address any issues that arise during the event.
- Inspect the venue and equipment for damage after the event.
- Ensure the event center and service areas are clean and organized.

Guest Interaction:

- Take tickets and welcome guests.
- Address the needs of clients and event goers.
- Address any inquiries or concerns with professionalism and efficiency.

Staffing:

- Assist in recruiting and training on-call staff.
- During events, supervise event staff, ensuring that everyone understands their roles and responsibilities and performs their work safely.

Technical Production:

- Oversee technical aspects of events, including lighting, sound, and stage setup.
- Coordinate technical rehearsals and provide support to clients, artists, and performers as needed.
- Troubleshoot technical issues during events and implement solutions to minimize disruptions.

Documentation:

- Maintain accurate records of event details, including attendance numbers, feedback, and any incidents that occur during the event.

Coordination:

- Coordinate event requirements, including setup, equipment, and staffing.
- Contact clients as instructed by the events manager to understand event requirements, including desired dates, technical requirements, and special requests.
- Conduct walkthroughs with clients to familiarize them with the event space and facilities.

Team Building:

- Participate in team meetings to discuss goals and strategize new ways to enhance our programs, services, and impact in the community.

What it's like to work in this role:

- **Work Setting:** This role is set within a public art center with a performance venue, education center, art studios, galleries, gift shop, and administrative offices. Staff encounter all kinds of artistic forms and expression and exposure to art materials and dust from creative processes.
- **Inclusive Environment:** Our commitment to inclusivity means serving individuals of all ages, abilities, races, genders, and preferences with respect. While fostering a welcoming atmosphere, staff members are also responsible for enforcing behavior policies, including asking disruptive guests to leave if necessary.
- **Event Atmosphere:** Events often feature music, entertainment, and various artistic presentations. Exposure to coarse language, all kinds of issues, and diverse viewpoints is part of the job. Alcohol is served at most events, requiring staff members to exercise discretion and responsibility in serving patrons of legal drinking age.
- **Physical Activity:** Event staff need to be constantly on their feet, especially during events. Regular tasks include moving and handling tables, chairs, and other event furnishings. Physical stamina and high energy levels required.
- **Cleaning Duties:** Event staff use brooms, mops, vacuums, other equipment and various commercial products to clean the event venue. Staff may also need to tidy bathrooms.

- Client facing: You'll be tending to the needs of both client and event go-ers amidst the stress of event management. You'll interact with diverse individuals and groups, always necessitating professionalism and courtesy.
- Schedule Variability: This role entails irregular hours and occasional late nights, although events usually end before midnight.
- Technical Requirements: Basic computer skills are necessary for this role, including familiarity with standard operations such as email and basic software applications. Must be comfortable running audiovisual equipment (training available).

Requirements:

- Proven experience in event coordination or hospitality preferred.
- Exceptional people skills and friendly demeanor.
- Strong written and verbal communication skills.
- Ability to perform under stress and adapt to changing circumstances.
- Attention to detail and a commitment to maintaining high standards of quality.
- Physical stamina and high energy levels.
- Excellent multitasking skills.
- Good problem-solving skills.
- Knowledge of basic audiovisual equipment and technical setups is a plus.
- Proficiency in Microsoft Office suite.
- Flexibility to work evenings, weekends, and holidays as required by event schedules.
- Must be able to lift 50 pounds.
- Must be at least 21 years of age.

This is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Not sure if you qualify?

We encourage you to apply for a role with RCAC even if you do not meet 100% of the qualifications.

Benefits:

- Flexible schedule.
- Employee/immediate family discounts on RCAC classes and events.
- Access to exciting cultural events and exhibitions.
- Downtown location with dedicated employee parking.
- Satisfaction of making a positive impact in the community through the arts.
- A supportive and collaborative work environment where creativity is valued.
- Opportunities for advancement and full-time benefited employment.
- Did we mention the arts?

Compensation:

\$16-\$18/hour based on experience.

Work Location:

Dahl Arts Center, 713 7th St, Downtown Rapid City.

Schedule:

20-25 hours minimum. Additional hours may be available for the right candidate. Must be available to work Fridays, Saturdays and evenings.

Background Check:

Yes, conducted after a conditional job offer. RCAC is a Fair Chance Employer.

How to Apply:

[Apply via Indeed](#) or email to admin@thedahl.org with the subject "Events – Your Name". Include a brief cover letter, resume, and three professional references.

Please no walk-ins or phone calls.

Equal Opportunity:

Rapid City Arts Council is an equal opportunity employer, providing a professional and positive work environment for all employees.