

EVENT STAFF AT THE COURT ABOVE MAIN

Event Staff assist in the logistical management of corporate and public events at The Court Above Main located at 420 Main Street in La Crosse, WI. Their primary responsibilities include preparing venues and setting up chairs and tables for events, working as ushers, and operating cash registers.

Event Staff Job Description

We are looking for highly organized candidates with excellent interpersonal skills for the position of Event Staff. Event Staff are responsible for working under the instructions of an Event Manager, assuming the role of Ticket Taker, welcoming guests, inspecting equipment for damage after use and checking equipment against an inventory list, among other duties. Moreover, Event Staff need to constantly be on their feet and attend to the many needs of event-goers, requiring physical stamina and high energy levels.

Event Staff Responsibilities:

- Setting up venues for events, including chairs, tables and linens.
- Working as ushers and ensuring that seating arrangements adhere to fire code regulations.
- Operating cash registers.
- Working under the instructions of an Event Manager.
- Ensuring the event hall is clean and organized.
- Adhering to event safety standards.
- Ensuring excellent levels of customer service.
- Undertaking security duties.
- Assuming the role of welcoming guests.
- Working behind a bar and serving drinks.
- Dispensing useful information to event-goers.
- Packing up equipment when the event is completed.

Event Staff Requirements:

- Outstanding organizational skills.
- Diligence and attention to detail.
- Exceptional interpersonal skills and a friendly demeanor.
- Excellent written and verbal communication.
- Physical stamina and high energy levels.
- Good problem solving skills.
- Ability to perform under stress.
- Excellent multitasking ability.

Additional Details:

- **Job Type:** Part-time
- **Salary:** From \$15.00 per hour
- **Benefits:** Flexible schedule
- **Schedule:** 8+ hour shift, Day shift, Night shift, Weekends
- **Shift availability (required):** Night shift and availability for minimally 1 event per month
- **Reliably commute** or planning to relocate before starting work **(required)**

