



JOB TITLE: Special Events Facilitator
EMPLOYMENT CATEGORY: Hourly, non-exempt, up to 29 hours per week
DATE UPDATED: May 1, 2021
REPORTS TO: Director of Sales
HOURLY RATE: \$15.00 per hour

POSITION SUMMARY:

The Special Events Facilitator is responsible for special event logistics, as instructed by Director of Sales and/or Lead Facilitator. Provides vital protection of HA assets, by securing property and materials belonging to HA prior to, during and following events.

MAJOR RESPONSIBILITIES:

- Event Logistics Facilitation
 - a. Arrives as instructed by Director of Sales and/or Lead Facilitator. Provides support as needed, and as delegated.
 - b. Provides excellent customer service, representing HA in the most positive way possible. As needed, provides assistance to vendors and clients.
 - c. Follows instruction of Lead Facilitator to ensure a seamless enjoyable event for the clients and guests.
- Property security & maintenance
 - d. Acts as official HA staff member, responsible for securing the building, and setting alarms.
 - e. Conducts a full visual sweep of the property following each event, both interior and exterior spaces, to confirm that the property is left clean and free of all debris – including glasses, napkins, bottles, etc. Both garden and terraces must be inspected – flashlights will be available as needed.

JOB SKILLS, KNOWLEDGE AND EDUCATION:

- Excellent administrative and organizational skills
- Excellent customer service abilities, accuracy, enthusiasm, and productive work ethic.
- Effective oral interpersonal communication skills.
- Effective knowledge of HA’s mission, properties, and programs as well as Annapolis tourism and restaurants.

- Ability to deal tactfully and effectively with a diverse population of visitors and staff.
- Demonstrate a desire and ability to function as a team player, including working a flexible schedule. Evenings and weekends are required.
- Public speaking experience.

Please submit a cover letter and resume or application to lucy.mikhailova@annapolis.org.