



**POSITION:** EVENT SERVICES ASSOCIATE  
**LOCATION:** South Lake Tahoe, CA  
**SALARY:** \$18 - \$21 Per Hour  
**DURATION:** August - November 2024 - Actual dates are subject to change due to workload demands  
**SCHEDULE:** Part time Thursday - Sunday. Morning and Evening shifts available. Hours and days will vary based on the event schedule.

**HOW TO APPLY:** Email Resume to Meg Peart at [Director@valhallatahoe.com](mailto:Director@valhallatahoe.com)

### SUMMARY

We are actively seeking dynamic and reliable individuals to join our team. The ideal candidates will be responsible for executing various tasks related to event setup, customer service, and ensuring smooth event day operations at Valhalla Tahoe. The primary focus of this role will be on setting up tables, chairs, and event day rentals, acting as a friendly and informative site host for event day clients and patrons, and handling gate shifts for the venue's entrance.

**PLEASE NOTE: Applicants must be able to perform physically demanding tasks, including the setup and breakdown of events, which requires lifting and moving tables, chairs, and other equipment.**

### Responsibilities:

- 1. Event Setup:** Arrange up to 14 table rounds or 4 FarmHouse tables and 130 - 200 chairs per event in accordance to the event day layout sheet. Set up Valhalla event day rentals according to event layouts and requirements. Ensure the timely and proper setup of event equipment and amenities. Collaborate with the event vendor team to ensure all event day load in / loadout setup needs are met and within the event contract guidelines.
- 2. Site Hosting:** Greet vendors, clients, and patrons with a warm and friendly demeanor. Provide information and assistance regarding the venue to guests, answer questions about the venue and event guidelines. Serve as a site host to ensure that the event is running smoothly and address any venue related concerns or issues that arise.
- 3. Gate Shifts:** Be available to work gate shifts, opening, and closing the entrance for patrons and guests. Validate gate entries are related to the event venue and direct non-event guests to other designated areas. Maintain a professional and approachable attitude while assisting guests during gate shifts.

### Minimum Requirements:

- 1. Physical Fitness:** Must be able to lift and carry heavy objects, weighing up to 100 lbs, for event setup purposes. Stamina and physical endurance to handle the demands of event setup, site hosting, and gate shifts.
- 2. Customer Service Skills:** Excellent interpersonal and communication skills to interact positively with clients, patrons, and guests. Ability to handle customer inquiries and concerns professionally and with a problem-solving mindset.
- 3. Attention to Detail:** Precise and meticulous approach to event setup to ensure everything is arranged accurately. Ability to follow event guidelines and enforce them throughout the event.
- 4. Flexibility:** Willingness to work irregular hours, including weekends and evenings, to accommodate event schedules. Adaptability to handle unforeseen situations and changes during events.

**5. Team Player:** Collaborative attitude and ability to work effectively with the event management team and other staff members. Willingness to assist with tasks beyond the primary responsibilities during peak event periods.