

The Valentine Position Description

Position Title: SPECIAL EVENTS ASSOCIATE¹

FLSA Status: Non-Exempt²

Broad Scope of Position: A Special Events Associate is responsible for ensuring a smooth, safe, and positive experience for guests of special events sponsored by either The Valentine or private facility rental clients, while monitoring compliance with all terms and conditions of any rental contract and museum procedures. Part-time position reports to the Director of Operations and Wedding Coordinator. Associate serves dual role of both Security and Hospitality.

Positions Supervised: None

Major Duties:

- Greeting guests and directing them to location(s) of event.
- Monitoring guest and vendor behavior to ensure a safe and secure environment for occupants and for the museum collection.
- Representing the Valentine when receiving deliveries from, or checking-in caterers, florists, performers, DJs, etc.
- Assisting with set-up for event. This could include, but is not limited to, moving tables and chairs.
- Associate must be willing to do moderate amounts of heavy lifting.
- Preparing site for event. This could include, but is not limited to, light housekeeping and outdoor sweeping clean-up.
- Providing a visible presence throughout event to assist guests who may have special needs or questions about the Valentine, while at the same time monitoring the conduct of guests.
- Performing Clean-up/Recovery after the event. This could include, but is not limited to, moving furniture, light housekeeping etc. to prepare site for opening the following day.
- Representing the Valentine when checking out caterers and/or other contractors.
- Securing the facility at the conclusion of the event.
- Other duties as needed to ensure the successful execution of an event.

Physical Demands:

1. Ability to work at a desk, conference table or in meetings of various configurations.
2. Ability to stand for extended periods of time.
3. Ability to sit for extended periods of time.
4. Ability to bend and twist.
5. Ability to lift 50 pounds.
6. Ability to carry 50 pounds.

¹ DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

² FLSA stands for the Fair Labor Standards Act, which was enacted by Congress in 1938 and is under Federal Wage and Hour statutes. The Fair Labor Standards Act uses the terms exempt and nonexempt to describe work that is included (nonexempt) or not included (exempt) in the Act's overtime and record-keeping provisions. The Act requires that overtime (payment for hours worked in excess of 40 hours in one week) be paid to employees performing nonexempt work.

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7. Ability to operate office equipment.
8. Ability to reach in all directions.
9. Ability to climb a ladder.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Schedule and Compensation:

Associate will be scheduled "as-needed" based on availability and calendar of booked events.