



PRIVATE EVENT STAFF, PART-TIME

Maymont is a 100-acre historic estate and park, located in Richmond, Virginia, with many unique experiences for all to enjoy, including the historic Maymont Mansion, The Robins Nature Center, arboretum, formal gardens, and habitats for native Virginia wildlife and farm animals. With seasonal events, programs and rental spaces, over 800,000 guests enjoy Maymont yearly. Since 1975, Maymont has been maintained and operated by the nonprofit Maymont Foundation, committed to creating experiences that delight, educate and inspire its guests.

The Foundation is seeking private event staff members to oversee onsite private event rentals and work with the Special Events Team, reporting to the Senior Manager of Special Events. The staff members help to create a positive, stress-free and enjoyable environment for event clients and guests.

Essential Functions include:

- Provide support for various weekend events such as wedding ceremonies, receptions, corporate outings, baby showers, holiday and birthday parties
- Assists the event team in ensuring all events operate in an efficient and professional manner
- Act as day-of event contact for clients, caterers and vendors for successful implementation event services
- Quickly respond to needs as they arise
- Become familiar with Maymont's rules and policies and enforce proper Maymont protocol during events
- Solve on the job issues by using effective critical thinking and decision-making skills
- Address client concerns in a friendly and courteous manner
- Provide event feedback and identify common problems and solutions
- Assists with other activities and special projects of the department as assigned

Core Competencies:

- Ability to work a flexible schedule including weekends and evenings
- Able to communicate effectively during fast paced and high demand situations
- Considerable ability to identify and isolate problems and to initiate appropriate actions
- Excellent customer service and interpersonal skills with considerable ability to deal effectively with the public
- Ability to work closely with fellow team members
- Ability to recognize and respond to emergencies
- Ability to display a positive attitude for all patrons
- Demonstrated ability to work independently

Education and Experience:

- High school diploma or equivalency required
- Previous event experience preferred
- A valid driver's license is required

Physical Demands:

- Frequent sitting, standing, walking and talking for extended periods

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- Frequent climbing, bending, stooping and lifting up to 50 lbs.
 - Ability to work inside and outside in all weather conditions
 - Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus

Competitive compensation and benefits package include paid-time-off and health, dental, vision, disability and life insurance. To keep staff safe, personal protective equipment including hand sanitizer, gloves and masks are provided as appropriate. Protocols for social distancing are in place.

To be considered for this position, please send a cover letter and resume to: employment@maymont.org. Please include the position title in the subject line.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Maymont Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer.