PRIVATE EVENTS 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 Maymont Foundation is seeking Private Events Staff to work with Maymont’s Special Events team to create a positive and stress-free environment for event clients. The ideal candidate will have excellent customer service skills and ensure an enjoyable environment for all rental clients and their 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 rental clients
• Recognize and respond to needs and emergencies 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
• Other duties as assigned

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and perform other job-related duties. This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship.

Core Competencies:

• Ability to work a flexible schedule including weekends and evenings
• Able to communicate effectively during fast paced and high demand situations
• Excellent customer service and interpersonal skills with considerable ability to deal effectively with the public
• Demonstrated ability to collaborate within and across teams

Education and Experience:

• Must have high school diploma or equivalency
• Previous event experience preferred
• Must be able to pass a pre-employment background check

Physical Demands:

• Frequent sitting, standing, walking and talking for extended periods
• 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.

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

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

To keep staff safe, personal protective equipment including hand sanitizer, gloves and masks are provided as appropriate. Protocols for social distancing are in place.