



PRIVATE EVENTS ASSOCIATE, 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. 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 a Private Events Associate to work with Maymont's Special Events team to create a positive and memorable experience 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
- Support organization-wide events and programs with flexibility to work nights and weekends
- Perform other duties as assigned

Education and Experience:

- High school diploma or GED
- Customer service in events, hospitality, or similar guest-facing environment

Required Skills/Abilities:

- Excellent customer service skills
- Ability to professionally and courteously communicate during fast-paced and high-demand situations
- Demonstrated ability to collaborate within and across teams
- Ability to work flexible shifts including nights, weekends, special events and holidays
- Basic computer competency required (MS Office, web-based software)
- Flexibility and creativity
- Ability to pass a background check
- Valid driver's license required with reliable transportation to/from Maymont

Physical Demands:

- Frequent sitting, standing, walking and talking for extended periods
- Frequent climbing, bending, stooping and lifting up to 50 lbs.



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- 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

FLSA Status: Part-Time, Hourly

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.

This position 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.

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.