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## Event Assistant

Seasonal, Part-time, approximate starting and ending dates: 5/17/21 to 10/8/21

### Job Summary:

The event assistant will provide support for planning and conducting property-wide events at Bay Point. Additionally, the person will be coordinating entertainment (musical groups) to include ordering the groups payment and access while at Bay Point. This position can be converted to an Internship should if necessary.

### Duties and Responsibilities:

- Kid event coordination
  - Finalize plans, times, materials, etc.
  - Conduct event
- Musical performances
  - Contact and confirm performance dates
  - Prepare checks to pay performers
  - Work with performers on set up
- Possess working knowledge of Bay Point
- Collaborate with other departments that provide support for events and entertainment
- Ability to respond to emergency situations should they arise
- Adhere daily dress code standards (uniform and appearance)
- Any and all other duties assigned to you

### Skills and Qualifications:

- Possess strong customer service skills
- Possess an outgoing personality
- Ability to communicate professionally and effectively
- Ability to maintain composure in a fast-paced environment.
- Must be able to work a flexible schedule based on operational needs including days, nights, weekends and holidays.
- Physical requirements are as follows: standing, sitting, hearing, speaking, reaching, lifting, pushing and carrying up to 30 pounds, bending and walking.
- Be able to stand on your feet for several hours.
- Flexible work environment requiring adaptability to demanding, fast-paced, noisy and temperature fluctuations.
- Ability to safely operate a golf cart
- Able to use telephone and radio to communicate
- Ability to use craft tools and materials
- Ability to operate sno-cone machine and popcorn machine
- Keyboarding and computer literacy
- Safety is the business and responsibility of every employee and can be achieved through proper education, training, use of protective equipment and by following safety rules, regulations, standards, and laws. Each employee is responsible for understanding and practicing appropriate safety procedures
- Any offer of employment will be contingent up satisfactory completion of background verification.

**Bay Point Resort and Marina is an Equal Opportunity Employer**