

## EVENTS HELPER

**Job Duties:** As directed by the Private Events Associate: set up, break down, maintain cleanliness of building, and any other items necessary.

**Dress Code:** A solid black or Art Center t-shirt style or polo style shirt, black pants, and tennis shoes or other comfortable nonslip shoes.

**Work Hours:** Our events range from 2 hours to 6 hours, depending on the type of event. The latest an event may be scheduled is until midnight, with cleanup following after that. Clean up after the event has ended usually takes 1 to 1.5 hours to complete. The Private Events Associate will contact you in advance to see if you are available to work at the event and will give you the time of arrival. If you are scheduled to work, but actually end up not being able to work, please contact the Private Events Associate, as soon as possible, so we may schedule another helper to come in.

**Security:** Events which have a bar service will usually have security guards on site. For safety purposes, a minimum of 2 employees in the building is required at all times. After cleanup is completed, when working a late event, everyone needs to leave at the same time to ensure that each one gets safely to their vehicle.

### Contact:

Olivia Ramos, Private Events Associate - [events@artcentercc.org](mailto:events@artcentercc.org)

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