

KNC Summer Event Attendant

Part-Time / Seasonal

www.warrenstation.com | keystonefestivals.com



The Keystone Neighbourhood Company is looking for an enthusiastic individual with experience working with event planners, wedding parties and other event professionals. The KNC Summer Event Attendant will represent the Keystone Neighbourhood Company, (KNC), to execute both private and public events in River Run Village. At private events, the attendant will oversee the implementation of events in accordance with the client's contractual agreement. Additionally, the attendant is responsible for facilitating, and mediating an event on behalf of the venue. At public events, the attendant will assist with running an outdoor bar, answering to vendors and other parties, stage marketing materials, and perform general tasks to carry out the vision of the event. The candidate must have a flexible work schedule with availability on weekends a must.

Hours: 25- 30 hours per week and will vary based on the event schedule.

Days: Thursday – Sunday, depending on the week. June – October

Pay: \$20.00 /hr. Dependent on Experience

Duties:

- Acts as on-site Warren Station liaison for wedding parties, private groups, talent, and vendors.
 - Meets vendors and instructs appropriate access and set-up areas.
 - Greets clients and provides general supervision of the staff.
 - Works closely with KNC Operations Team to make sure that power and equipment are set up as well as trash service, restrooms and the overall cleanliness of the venue is upheld.
 - Remains accessible/onsite throughout events.
 - Not afraid to be assertive and stand by KNC regulations and SOPs.
- Oversees the execution of the details provided by the lead planner including ceremony and reception set-up and tear-down.
 - Ensures smooth flow of event
 - Keeps paths to all venue entrances and exits clear at all times
 - Checks layout prior to event, to make sure seating is accurate, checks lighting and sound needs and makes changes accordingly.
 - Work with DJ to ensure that ceremony sound works
 - Places necessary signage -- a-frames, bar signage, no outside alcohol.
 - Pre-sets bar, stemware and products to client's needs as outlined in the Contract for Bar Service.
 - Ensure that glasses are polished and not broken- alert when glass count is low
- Troubleshoots where needed and helps to resolve any customer concerns. If assistance is needed, refers client to the appropriate manager on duty.
- Safeguards all venue equipment.
- Ensures that guests and vendors are following rules and guidelines of venue, including but not limited to Liquor License, smoking policy, environmental health, and fire restrictions.
- Oversees KNC bartender staff and performs end-of-day, close-out duties.
 - Distributes cash gratuities to bartenders.
 - Runs server reports for hosted/cash/price per head bars
 - Accountable for close outs on Clover
 - Ensures proper closing lists are completed to KNC standards



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- Allocates invoiced/credit tips and accurately fills out bartender payment forms
- Helps guests adhere to departure protocol including damage inspection and deposit return procedure.
- Create and share recap with Manager on Duty following public and private events as requested.
- Assists with festival and special event needs, including cash handling, point of sales management, volunteer management, Festival check-in, inventory distribution and general duties as needed to fulfill large outdoor festival needs.
- Assist Events Manager and Events Coordinator to execute outdoor events series including hanging signage, working with external parties such as vendors and musicians, checking in tickets, and managing the outdoor bar.
- Is responsible, attentive, reliable, and can work as a team player with both the events and operations teams.
- Gain valuable knowledge in special events, festivals and performing arts center arenas.

The Summer Event Attendant will report directly to the Warren Station Venue Coordinator and Special Events Coordinator and is responsible for assisting and executing the coordination of event elements with the client on the day of the occasion and will assist as needed with public programming and River Run Festivals. **Attention to detail, excellent communication skills, proven ability to manage external vendors a superior customer service qualities are key to success in this position.** Weekend availability is required. Total availability for all shifts on shift schedule provided is requested.

Our goal is to create a lively and captivating village atmosphere through beautification and activation of the village. In Warren Station and Quaking Aspen Amphitheatre, we strive to help brides and third-party coordinators create the perfect event for their vision. We work closely with planners and vendors, offering guidance and direction, to ensure that our clients are at ease and enjoy their day in our venue. In River Run Village, we strive to host multifaceted, festival weekend experiences for visitors and locals alike to celebrate the indulgences of summer in the mountains.

Please Note: The Venue Attendant will not renegotiate any terms in contracts with vendors, or at any other time prior to, during, or after the event day. All agreements will be finalized prior to the event. Send cover letter and resume to the attention of Warren Station Venue Manager, Danielle Swann at danielle@keystoneneighbourhood.com. Please add Summer Event Attendant in the subject line.

Warren Station and Keystone Festivals are managed by the Keystone Neighbourhood Company.

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No phone calls please.