

Summer Venue Attendant 2019

KNC- Warren Station

The Keystone Neighbourhood Company is looking for an enthusiastic individual with experience working with event planners, wedding parties and other event professionals. The Warren Station Venue Coordinator will represent the Keystone Neighbourhood Company, (KNC), ensuring that events are executed in accordance to the client's contractual agreement, facilitating, and mediating an event on behalf of the client. The candidate must have a flexible work schedule.

Hours: 15 – 29 hours per week and will vary based on needs of events.

Days: Flexible - Friday, Saturday and/or Sunday

June – October

- ✓ Acts as on-site Warren Station liaison for wedding parties, groups and vendors.
- ✓ Meets vendors and instructs to 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 at all times during event
- ✓ Oversees the execution of the details provided by the lead planner including ceremony and reception set-up and tear-down.
- ✓ Ensures proper flow of event while maintaining appropriate egress.
- ✓ Executes layouts, lighting, sound needs and makes changes accordingly
- ✓ Places necessary signage.
- ✓ Pre-sets bar, stemware and products to client's needs as outlined Contract for Bar Service.
- ✓ Troubleshoots where needed and helps to resolve any customer concerns.
- ✓ 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 and completes bartender payment forms

- Helps guests adhere to departure protocol including damage inspection and deposit return protocol
- Assists with KNC festival needs, including cash handling, point of sale management, volunteer management – duties may vary

The Venue Attendant will work with the Warren Station Venue Manager and 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 and superior customer service qualities are key to success in this position. Weekend availability is required.

Our goal is to help brides and third party coordinators create successful events in Warren Station and Quaking Aspen Amphitheatre. We work closely with planners and vendors, offering guidance and direction, to ensure that our clients can be at ease and enjoy their day in our venues.

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 should be finalized prior to the event.

Send cover letter and resume to the attention of Warren Station Venue Manager, Chris Duncan at chris@keystoneneighbourhood.com

Warren Station is managed by the Keystone Neighbourhood Company.