Community Events Associate Job Description

**Position Title:** Community Events Associate  
**Position Classification:** Part-Time Hourly – Non-Exempt  
**Department:** Sales  
**Reports to:** Community Events Manager

**Job Summary:**  
The Community Events Associate successfully interacts with internal and external clients, caterers, wedding planners, and vendors to ensure excellent customer service and a high quality rental experience at Living History Farms.

**Duties:**
- Oversees vendor/client set up, tear down and clean-up of event spaces.
- Ensures that the event is set up per the client’s specification and maintains event spaces throughout the event.
- Enforces LHF policies, procedures, and safety guidelines with rental guests.
- Responsible for oversight of tear down after events, including trash removal.
- Assists with set up of events (e.g. setting up tables, chairs, or decor) on occasion.
- Answers questions from rental guests regarding parking, directions to facilities, and other LHF programs.

**Qualification and Skills:**
- Demonstrate excellent customer service, communication, and interpersonal skills.
- Basic computer skills, such as the ability to access email, internet, and electronic timecard system required.
- Able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Able to efficiently communicate with Community Events Manager before, during, and after rentals as needed.
- Able to work successfully under pressure and maintain a positive and professional attitude while handling multiple tasks.
- Must be willing to drive a gator.
- Must be willing to work in outdoor weather conditions for some events.
- Must hold a valid driver’s license and have a good driving record.
- Basic knowledge of AV equipment required.
- Able to lift up to 30 pounds.
- Willing to learn general and specific information about the museum’s sites, facilities and programs.
**Schedule:**
Hours anticipated at 7 to 8 hours per week primarily on weekends (Friday evenings, Saturday afternoons and evenings) from April to October.

**How to Apply:**
Please apply at www.lhf.org/employment. Fill out the online employment application and upload your resume and cover letter at the bottom of the application form.

**About Living History Farms:**
Living History Farms is an interactive outdoor history museum which educates, entertains and connects people of all ages to Midwestern rural life experiences. It is a privately run, not-for-profit organization on 500 acres in Urbandale, Iowa. Historical interpreters recreate daily routines of early Iowans on three farm sites panning the years 1700 to 1900 and an 1875 town. The season typically runs approximately May 1 to October 15. For more information, please visit www.LivingHistoryFarms.org.

**Updated:** January 2020

**Start Date:** March 1, 2020