

## **Job Posting**

The following position is available with the **City of Lafayette**. If you are interested in being considered for this position, applications are ONLY available on-line - <http://www.lafayette.in.gov/employment/>

**This position will be open until filled**

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Available with the Parks Department:

**POSITION:**

Seasonal Event Assistant

**LOCATION:**

Parks Administrative Office

**HOURS:**

Seasonal - Up to 20 hours/week; Days, evenings, weekends and some holidays may be required

**SALARY:**

\$16-\$18/hour

**DESCRIPTION:**

Incumbent serves as the Seasonal Event Assistant for Lafayette Department of Parks and Recreation, responsible for special event setup and tear down. Assists with the planning and implementation of special events as needed. Prepares rental facilities for use, including locking/unlocking for events, setting up/removing equipment, straightening tables, removing trash and cleaning as needed. Prepares sound/visual equipment for use. Checks space after events for any damage as well as cleanliness. Engages effectively and efficiently with customers and the general public in person and over the phone. Assists marketing team with promotion of venues and facilities as needed. All other duties as assigned.

**REQUIREMENTS:**

Must be at least 18 years of age. Experience in Event Planning and Execution, Marketing, Communications or related area preferred. Equivalent combination of education, training and experience may substitute for formal education. Must have an enthusiastic and engaging personality. Strong communication skills, responsible, self-motivated and dependable. Knowledge of customer service, communication and public relation skills. Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons. Ability to follow and ensure compliance with all employer/department personnel policies and work rules, including but not limited to: attendance, safety, drug-free workplace, and personal conduct. Must be able to work outdoors with exposure to various elements of the outdoors. Ability to effectively communicate orally and in writing with co-workers, other City departments, vendors, customers, members, funding and regulatory agencies, and the public including being sensitive to professional ethics, gender, cultural diversities and disabilities. Must be able to meet attendance requirements and have the ability to occasionally work extended, weekend and/or evening hours and occasionally travel for seminars or programs. Must possess valid driver's license and demonstrated safe driving record.

***The City of Lafayette is an Equal Opportunity Employer***