

The John G. Shedd Institute for the Arts

868 High Street, Eugene, OR 97401
PO Box 1497, Eugene, OR 97440-1497

Telephone: 541/434-7000
Web Sites: www.theshedd.org

Job Posting: Event Production Assistant

HOURS: Full time; flexibility to work evening and weekend hours for events and concerts
COMPENSATION: \$17.15/hour, salary track.

The John G. Shedd Institute for the Arts is a 30 year old non-profit performing arts company, music school, and owner of a 70,000 sq. ft. building that serves Oregon with year-round professional performances, educational programs, and venue rentals for non-profit organizations.

RESPONSIBILITIES: Assistance to the Artistic Administrator and Event & Hospitality Coordinator. Primary project areas include, but are not limited to:

- **Event Assistance:** Supporting and assisting Event & Hospitality Coordinator with events, including event set up and tear down, staff management, and assisting Food Services.
- **Rental Services:** Oversees all community rentals. Works closely with the Patron Services Coordinator to facilitate planning and production. Responsible for day of event execution from event set up through tear down.
- **Internal Events:** Works with The Shedd's Stewardship and Production departments to plan and execute internal events that range from weekly dinners and receptions to large fundraising events.
- **Food Service:** Assist in training and overseeing food service staff for Pre-Concert meals, artist hospitality, concessions, and special events. Oversee food preparation, presentation, and delivery insuring that company standards are upheld. Oversee the maintenance and cleaning of the Shedd's kitchen and compliance with safety regulations.
- **Supervisor:** Oversees event staff.

QUALIFICATIONS and ATTRIBUTES:

- Willing and facile learner.
- Strong communication and customer service skills. Ability to remain friendly, professional, and courteous under pressure.
- A proven combination of attention to detail and strong organizational skills. The ability to work on short- and long-term projects simultaneously.
- Ability to work collaboratively as part of a complex team. Ability to work within established guidelines and systems.
- Hospitality or event experience.
- The ability to work a flexible schedule, including nights and weekends.
- Professional appearance appropriate for customer-facing position.
- Ability to lift 30 lbs.

APPLICATION PROCEDURE:

- 1) Submit a cover letter and résumé.
 - a. Cover letter should indicate your interest in this position, the extent of experience in the above areas of responsibilities, and your professional goals.
 - b. Résumé should include contact information of at least 3 references familiar with your qualifications.
- 2) No phone calls please.

SUBMIT APPLICATION TO:

Email submissions to: jobs@theshedd.net or mail to:
The Shedd, PO Box 1497 Eugene OR 97440-1497
(Physical address 868 High Street, Eugene)

*The mission of The Shedd Institute is to be an education and performance center
where people find and nurture community through discovery, creation and celebration.*