



## **ABOUT ARTSTECH**

ArtsTech mission is to better the lives of the underrepresented young people through development of marketable artistic and technical skills. We serve young people ages 12 to 24, equipping them with essential skills in arts, technology, workforce development and career readiness. Our efforts to empower young people to break the cycles of violence and adversity through innovation and opportunity, explore creativity, and build a brighter future through access to transformative arts and technology educational and training programs.

## **EVENTS SPECIALIST JOB DESCRIPTION**

**Location:** Kansas City, MO (Crossroads District)

**Position Type:** Part-Time Evenings (typically 2pm to 2am); Weekdays and Weekends (typically Friday, Saturday & Sunday)

**Pay Range:** Hourly; \$18 to \$21

## **POSITION OVERVIEW**

The **Events Specialist** serves as the primary point of contact for the Gallery Event Space during on-site events at ArtsTech. This position is responsible for ensuring that all events run smoothly and adhere to organizational standards. The event specialist will work with event organizers, oversee event logistics, manage event logistics in our event space, and provide excellent guest experiences. This part-time role requires availability on weekdays, weekends and evenings, with flexible but consistent working hours. The Events Specialist will work closely with the Events Manager as well as the Executive Director to ensure successful events that align with our mission and community goals. This role is ideal for someone who is detail oriented and enjoys a fast-paced event setting.

## **KEY RESPONSIBILITIES\***

### **Event Coordination & Management**

- Serve as the on-site point of contact for events, ensuring smooth execution and operational guidelines are followed.
- Maintains clear communication with the Events Manager before and after events regarding event execution.
- Provides oversight for event logistics, including setup, breakdown, and vendor coordination.
- Ensures the event space is prepared and reset according to event needs.
- Addresses any concerns or issues that arise with the event organizer promptly and professionally.



### **On-Site Event Support & Security Oversight**

- Monitors event activities during set-up and breakdown ensure that event organizers comply with organization policies and procedures.
- Provide guidance to on-site security personnel as needed.
- Ensure that event organizers and their vendors and guests adhere to safety protocols.

### **Client & Guest Relations**

- Communicate with event organizers prior to and during events to provide support as needed.
- Represent the organization professionally and ensure excellent guest experience.

### **Facility Oversight**

- Ensure that the gallery space is prepared for events and ensure equipment is available.
- Coordinate with the Events Manager and/or Executive Director as needed.
- Troubleshoot and resolve on-site issues, such as lightning, temperature and space related challenges.

### **Administrative Support**

- Assist the Events Manager with coordinating event details, managing event supplies and equipment, maintaining the event calendar and scheduling rentals.
- Track event details, provide post-event reports, such as attendance, feedback, and any incidents.
- Meet with the Events Manager and Executive Director on a regular basis to keep updated on all event activities in the event space.
- Assist the Marketing Manager with developing promotional materials to highlight on social media channels, attend various community meetings and manage community booths and events as needed.

*\*This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.*

### **QUALIFICATIONS & SKILLS**

- Experience in event coordination, hospitality, or customer service preferred.
- Strong organizational and time-management skills.
- The ability to work independently and handle last-minute changes efficiently.
- Excellent interpersonal and communication skills.
- The ability to lift and move equipment (tables, chairs, etc.) when necessary.
- Comfortable working evenings (typically 2pm to 2am) and weekdays and weekends (typically Friday, Saturday & Sunday) on a consistent basis.
- Flexible schedule but must be consistent, reliable and can work late nights.



### **HOW TO APPLY**

Interested candidates should submit a resume and a brief cover letter outlining relevant experience to [kechias@artstech-kc.org](mailto:kechias@artstech-kc.org). Applications will be reviewed on a rolling basis until the position is filled.

ArtsTech is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity, and excellence in service. ArtsTech encourages people from all backgrounds to apply.