



- Job title:** Venues, Events and Media Production Support Assistant
- Department:** Venues, Events and Media Production
- Rate of Pay:** \$15.00/hourly
- FLSA status:** Part-Time Employee, Non-Exempt
- Work conditions:** Ability to work in both indoor and outdoor environments to include a variety of weather and temperature conditions. Work hours vary, and may be during the day, evening, or nighttime hours (daylight or after sunset). Ability to lift up to 50 pounds. Ability to walk for periods of time. Required to work evenings, weekends and holidays as needed. This is a part time position where the schedule will be based on venue rentals and event support needs.
- Reports to:** Venue Manager and Event Production Manager; Fort Monroe Authority

Responsibilities:

1. Assists Venues, Events and Media production Department with logistics, supervision, coordination, and marketing of events.
2. Acts as attendant for private event rentals of Fort Monroe venues providing information and assistance as needed.
3. Assists during all public events with setup, breakdown, and other duties as assigned.
4. Assists other VEMP staff with general tasks related to the production and operation of venues and events at Fort Monroe.

5. Assists with clerical duties related to events. This could include helping to distribute flyers or other information, as well as assistance communicating with event vendors, participants or volunteers.
6. Monitors and ensures completion of the "Pre- and Post-Event Site Checklist" in regard to events at Fort Monroe.
7. Responsible for opening and closing facilities before and after events.
8. Perform other duties as assigned by the Director of Venues, Events and Media Production and/or Venue or Production Managers.

Qualifications:

- Minimum high school graduate, with college experience preferred in Recreation, Communication, or other related field
- Good organizational skills and ability to work independently.
- Experience in special events support and/or venue management preferred.
- Valid driver's license to operate motor vehicle in Virginia.
- Must have reliable transportation.
- Must be available to work evenings, weekends, and holidays.
- Some split shifts required.

At the Fort Monroe Authority, we are committed to creating and sustaining an agency culture affirming and respecting diversity. We aim to recruit, develop and retain talented people from a diverse candidate pool. The Fort Monroe Authority is committed to employing inclusive practices in our daily operations and is proud to be an EEO workplace and employer. All qualified applicants will receive consideration for employment without regard to race, color, age, gender, sex, sexual orientation, gender identity, disability, pregnancy, genetic information, protected veteran status, national origin and religion or any other characteristic protected by law.

The employee is expected to adhere to all company policies.