

Fox Cities Environmental Learning Campus
at Bubolz Nature Preserve
POSITION DESCRIPTION

Event Assistant

Under the direction of the Event Manager, the Event Assistant is responsible for assisting in planned events and executing various aspects of rentals and other events at Bubolz Nature Preserve - the Fox Cities Environmental Learning Campus while upholding client satisfaction. The Event Assistant will also be responsible for all aspects of bar service, compliance, staffing and inventory associated with events taking place at Bubolz Nature Preserve.

The essential functions of the Event Assistant include the following:

1. Event Planning and understanding the policies to detail small events
2. Ensuring prompt and efficient communication with customers while ensuring the highest level of customer service that exceeds customer expectations
3. Availability to work an irregular schedule as required to ensure proper coordination of events and bars
4. Hiring, supervising, scheduling and making sure all bartenders certifications and training is current
5. Ensuring liquor operations remain within full compliance of the law at all times
6. Serving as supervisor to bartenders at each event liquor is served within the facilities of or on the grounds of the Bubolz Nature Preserve
7. Understanding Banquet Event Orders (BEO) and event management software
8. Coordinating and/or assist with set-up for events when needed and preparing bar set up pre-event and breakdown post-event; including preparation of cash drawers and responsibly counting, recording and locking up till
9. Keeping stock of all supplies for bar service and filling liquor inventory orders through designated liquor distributors
10. Working with the Event Manager to fulfill specific requests prior to any particular scheduled event
11. Performing all other duties and responsibilities as assigned

Qualifications

- High School diploma or equivalent and a minimum of at least 2 years' experience in customer service and related field
- Excellent interpersonal communication and organization skills required
- Ability to manage multiple projects simultaneously, prioritize and work under pressure
- Upbeat, energetic and positive attitude
- Highly motivated, personable, articulate and diplomatic
- Ability to build and maintain relationships with both external and internal customers
- Strong ability to work independently, yet enthusiastic to be part of a team
- A passion for the outdoors and ultimately the preserve's mission
- Ability to effectively communicate the preserve's mission and purpose
- Flexibility in scheduling to accommodate regular evening and weekend hours

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Language Skills

Ability to read, analyze and interpret data and documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write a business letter/email. Comfortable and competent in presenting to and speaking in front of groups and individuals.

Other Skills & Abilities

Position requires skills in word processing and computer software including, but not limited to, Microsoft Office Suite. Ability to work without direct supervision in an office environment is required. Ability to hold a valid Wisconsin Driver's License and possess reliable transportation that can be utilized for work purposes.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands/fingers to handle objects, tools or controls, reach with arms. The employee frequently is required to talk or hear.

The employee must regularly bend, squat and must regularly lift and/or move 35 pounds and occasionally up to 75 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The noise level in the work environment will vary from low/moderate to potentially high during certain events. This is a non-smoking work environment. Employee will occasionally be required to perform work outside of the office environment to include exposure to weather and temperature extremes. May occasionally be required to walk on slippery or uneven surfaces.