

**Job Classification:** Non-exempt, Part-Time, or Seasonal

**Work Schedule:** Flexible schedule, including weekends, holidays, and evening hours

**Reporting Relationship:** Rental Coordinator

**Overview:**

Event Staff are responsible for working as a team, as well as solo, under the instructions of the Rental Coordinator, to ensure that events run smoothly, and the participants and crowd are content and happy. They assist with overall logistical and operational aspects of the event, and job duties may change depending on areas of need. Additionally, communication skills and attention to details are sought after traits.

**Major Duties:**

- Assisting in all aspects, as needed, of event planning, preparation, and execution.
- Assisting with setup of tables, chairs, etc. for special events and rentals
- Following protocol and instructions of Rental Coordinator or event management.
- Ensuring the cleanliness, operational efficiency, and maintenance of designated areas.
- Communicating customer and participant issues regarding security, safety, or otherwise to the management team.
- Coordinating with other members of the event staff to complete job requirements.
- Projects a professional image while in uniform and using the two-way radio.
- Attends all FOTZ daytime, evening, and weekend special, private, and corporate events, as required.
- Remain useful and helpful for the overall success of the event and performs additional duties as assigned.

**Required Qualifications:**

- Must be at least 16 years old, legally able to work in the US, and pass a background check.
- Must be energetic and have a positive personality.
- Possess basic problem-solving skills.
- Reliable and punctual attendance habits.
- Ability to establish and maintain effective working relationships with co-workers.
- Ability to work in a team environment and independently as needed.
- Ability to work in varied weather conditions and environments.
- Able to self-motivate and take initiative without direct supervision.
- Ability to engage and communicate effectively with guests of all ages through good listening skills.
- Ability to adapt to a fast-paced working environment.
- Friendliness, enthusiasm, and a positive and professional attitude.
- Strong organizational skills and the ability to coordinate multiple projects.
- Ability to demonstrate conduct conforming to a set of values and accepted standards.

- Ability to communicate effectively, both verbally and in writing, with staff, clients, and the business community.
- Commitment to the mission of the Topeka Zoo and its Core Values.

**Physical Demands:**

- Ability to frequently reach with hands and arms.
- Ability to sit for extended periods of time.
- Ability to read computer screens, e-mail, and mail.
- Ability to work evenings and weekends and attend events required.
- Ability to move up to fifty (50) pounds.

**Work Environment:**

- Regularly exposed to outdoor weather conditions.
- Interaction with staff and customers, including demanding or difficult customers and/or situations.
- Although most work is performed during irregular hours on evenings, weekends, and holidays, some may be necessary within scheduled hours.

**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

---

Employee Signature

Date

Supervisor Signature

Date