**Job Classification:** Part-time

**Work Schedule:** As negotiated in offer letter.

**Reporting Relationship:** Guest Engagement Supervisors, Private Events Coordinator

**Primary Accountabilities:**

The Event Team Lead is responsible for helping with the successful execution of on-site events, including private and corporate events held at the Topeka Zoo (“Zoo”), such as weddings, luncheons, and fundraising events.

**Major Duties:**

* Directs team members during setup, execution, and teardown of private events.
* Ensures the satisfaction of clients at Zoo events by being a point-of-contact with the ability to answer and resolve client/guest questions
* Performs opening/closing procedures with POS drawers and cash handling.
* Assists with setup and cleanup to ensure rental spaces are maintained appropriately. Including setting up tables, chairs, stage, food, beverage, and more.
* Assists with putting together event execution documentation, including floor plans and BEO resources.
* Capable of operating AV equipment inside rental spaces.
* Collaborates with external vendors on day of event.
* Responsible for executing agenda and itinerary for respective events.
* Builds positive working relationships with all Zoo and Zoo staff departments, including catering, education, animal services, membership, ticket booth, etc.
* Collaborates with additional departments and clients to facilitate Zoo private and corporate events.
* Performs additional duties, as assigned.

**Required Qualifications:**

* Ability to pass pre-employment screening, including criminal background check.
* Must be energetic and have a positive, professional 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 both verbally and in writing with fellow staff and guests of all ages.
* Ability to work in a crowd and adapt to a varying pace work-environment; sometimes fast-paced, sometimes slow-paced.
* Strong organizational skills and the ability to coordinate multiple projects..
* Commitment to the mission of the Topeka Zoo and its Core Values.

**Physical Demands:**

* Frequently reach with hands and arms.
* Stand for extended periods of time.
* Use of fine motor skills to handle and manipulate things like zip ties
* Typing and reading emails and communicative texts.
* Lifting, setting up, and taking down multiple chairs and tables during a shift
* Ability to move up to fifty (50) pounds.

**Work Environment:**

* Regularly exposed to outdoor weather conditions.
* Consistent interaction with the public and guests
* Dynamic work environment with a diverse cliental
* Occasional ‘larger crowd’ environment especially during Spring Break and Zoo Lights

**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.

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Employee Signature Date Supervisor Signature Date