

CITY OF TEMPE

Part-Time Employment Opportunity



Community Services Department · Arts & Culture Division · 700 W. Rio Salado Parkway · 480-350-2765
www.tempecenterforthearts.com

Event Assistant

(Arts and Culture Division – Tempe Center for the Arts)

Closing Date: Open until position is filled
Hourly Wage: \$16.00-\$18.00 per hour
Work Schedule: Maximum 19.5 hours per week; varied hours, availability on evenings and weekends is required

This is a non-benefitted position.

Tempe Arts & Culture seeks an Event Assistant to join the Tempe Center for the Arts team. This position will assist with event facilitation and requires excellent customer service and communication skills. Tasks include conducting walkthroughs, managing assigned events, and serving as the day-of, onsite contact.

Education and/or Experience: Two or more years of customer service work experience in one or more of the following areas: theater, convention center, hotel, or other closely related customer service field. Requires familiarity with complex event or project facilitation. Applicant should possess basic understanding of small technical production set up: portable audio systems, risers, chairs, stanchions, projectors etc. High school diploma/GED required.

Essential Job Functions:

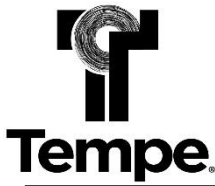
- When assigned by the supervisor, conduct or attend client walk throughs, take notes, and issue meeting minutes as necessary. complete a variety of reports; i.e. event reports, incident reports, merchandise settlements, etc.
- With a high level of customer service, actively manage assigned events (rentals, TCA Presents, & City of Tempe events); work with House Management, Box Office and Production when necessary to address any unexpected changes and requests, and to field questions, concerns or potential complaints from clients/patrons; maintain the safety and security of guests and the facility.
- Assists in the operation of the front of house; understand all aspects of the TCA front of house operations; creates positive work environment.
- Complete pre-event and post-event walk throughs with clients, and pre-event and post-event meetings with TCA personnel.
- Review work for continuous process improvements; recommend and assist in the implementation of policies and procedures related to assigned duties.
- Help to coordinate and participate in staff and volunteer training for TCA procedures; attend internal and external training opportunities.
- Must be able to: communicate clearly and effectively verbally and in writing; demonstrate problem solving skills; coordinate tasks with other administrative staff; follow directions and ask questions for clarification when needed; operate a computer; demonstrate effective organizational skills and initiative.
- Perform other related duties as assigned by the manager-on-duty.

Applicant Requirement: Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

Email Resume and Application to: sai_powers@tempe.gov

For questions, please contact: Sai Powers (480) 350-2765

An equal opportunity/reasonable accommodation employer



Temporary Employment Application

Community Services | Arts & Culture Division | www.tempe.gov/ARTS

Last Name:		First Name:		MI:
Street Address:			City, State, Zip	
Phone Number:		E-Mail Address:		

Position(s) applying for _____

Do you possess a valid Driver's License (may be required for certain positions)? Yes No

Your age group is? 15-17 years 18-20 years 21 years+

Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No

Have you ever worked for the City of Tempe? Yes No

If yes, from _____ (mm/yy) to _____ (mm/yy)

Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? Yes No If yes, please indicate his/her name, position, and relationship to you:

To assist us with verifying previous work experience and /or education, please list other names you have gone by:

Are you a veteran? Yes No

NOTE: If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at the time you are invited to a testing process.

Dates available: From _____ To _____

Please specify times you are available to work on the chart below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you obtained a high school diploma or a high school equivalent certification? Yes No

If no, please indicate your highest grade level completed _____

Education from an accredited College/University:

College:	Major:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Certification or Registration (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I etc.)

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

Special training *that relates to this position*:

List computer software program(s) with which you are proficient in operating *that relate to this position*:

Language Proficiency (other than English):

Language:	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:		
Address:	Phone:	
Job Title:	Employees Supervised:	
Supervisor (Name/Title/Phone):		
Employment Dates (mm/yy):		
Hours Per Week:	Wage: \$	per
Work Performed:		
Reason for Leaving:		

Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No *If Yes, please explain:*

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.		
<p>I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.</p>		
Print Applicant's Name	Applicant Signature	Date

<u>FOR ADMINISTRATIVE USE ONLY</u>	
Job Code: _____	Cost Center: _____
Title: _____	Hourly Wage: _____
Supervisor: _____	Weekly Hours: _____