



OVERTON PARK SHELL

Title

Hospitality Assistant

Description

The Hospitality Assistant will assist the Operations Teams with their goal of maintaining a premier event venue at The Overton Park Shell. By acting in an assistant role and helping with the preparation and upkeep of event spaces as well as managing logistics of spaces on event days, this role will be an integral piece of this team and their mission to offer high quality hospitality to our clients.

Major Areas of Responsibility

Serve as caretaker of The Overton Park Shell throughout the calendar year relating to all areas of proactive facility maintenance including cleaning restrooms and all facilities.

Serve as the lead role for COVID-19 mitigation such as restrooms, lawn and facility cleaning protocols and ensuring entry protocol meets The Overton Park Shell Health Safety Guide.

Oversee the standard operating procedure for all areas of the concert operation from risk management (security), maintenance (waste management, facility clean-up), hospitality (set-ups and tear-downs), donor relations and revenue operations (retail and concessions)

Ensure that the facility is clean/tidy during the concert experience and during the day so that the Overton Park Shell exhibits a clean aesthetic at all times: all trash cans empty and all event props are organized and hidden from view around the facility.

Desired Qualifications + Requirements

Strong communication and people skills

Ability to meet with team, assess needs and complete tasks

Driver's license & personal vehicle

Physical Demands + Working Environment

Must be able to lift/move tables and chairs and assist with room setup and breakdown

Hours + Duration of Internship

Must be available approximately 20 hours per week; on afternoons and evenings of Thursday, Friday and Saturday concert days and an additional 1-2 days a week outside of concert days.

To apply, please email natalieb@overtonparkshell.org