

Part-Time Event Assistant

Sixth & I is seeking part-time **Event Assistants** responsible for assisting with the preparation and execution of cultural, religious, educational, and private events, primarily during evenings and weekends.

The candidate must be able to:

- Assist with and manage the numerous details of high-profile and large-scale events
- Handle will call, box office sales, and bar sales
- Facilitate efficient check-in procedures
- Assist with book signings at author events
- Troubleshoot in a professional and timely manner
- Deliver superior customer service

Additional responsibilities:

- Ensure the enforcement of Sixth & I rules with the public
- Act as a professional representative of Sixth & I with the public
- Provide accurate information about Sixth & I to the public
- Facilitate emergency evacuation procedures when necessary
- Move light furniture/objects as needed
- Perform other duties as assigned

Please send a completed application to Amanda Loerch by [email](#), along with a professional resume.

Contact Information

Name: _____

Address: _____

Cell Phone: _____ Email: _____

Educational background: _____

Availability

What days of the week are you available to work?

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Previous Experience

Please tell us about any experience you have in event logistics, customer service, or other relevant skills/experience.

Have you ever dealt with a difficult situation or angry customer? How did you handle the situation?

Do you have any past experience with Sixth & I whether it be working, volunteering, or as a patron? Maybe a favorite event you've attended? Please explain.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete.

Name

Signature

Date