



MOUNT HOPE FARM
250 METACOM AVENUE
BRISTOL, RHODE ISLAND 02809

401-254-1745

www.mounthopefarm.org

JOB DESCRIPTION

Events Staff

Events Staff are responsible for supporting venue operations during weddings; fundraising and special events at Mount Hope Farm. The **Events Staff** will provide timely and proactive support in areas including but not limited to traffic control; parking; security; set-up and breakdown of event equipment as directed. This position requires professional customer service; good communication skills and a solid work ethic. Weekends and evenings are required for all **Events Staff**.

DUTIES AND RESPONSIBILITIES:

Weddings/ Events

- Serves as greeter and parking attendant as directed; includes greeting guests and vendors; providing clear and concise directions to parking areas and event venue.
- Maintains clear and discrete presence at events, providing assistance as needed in areas of facility issues; directions needed; and point of contact for vendors/ Farm management.
- Conducts thorough visual inspections before, during and after events
- Identifies potential safety hazards or misuse of property in prompt manner.
- Represents Mount Hope Farm with integrity; respect for others and in a professional manner.

Fundraising Events

- Assists with set-up; breakdown and cleanup for Mount Hope Farm Fundraising Events.
- Serves as greeter and parking attendant as directed; includes greeting guests and vendors; providing clear and concise directions to parking areas and event venue.
- Identifies potential safety hazards or misuse of property in prompt manner.

ADDITIONAL RESPONSIBILITIES

- Completes event report for each event worked as directed by supervisor.
- Represents Mount Hope Farm with integrity; respect for others and in a professional manner

PREFERRED QUALIFICATIONS:

- Ability to stand for extended periods of time.
- Demonstrated communication and interpersonal skills.
- A superior customer-service ethic and high expectations for quality
- Ability to effectively cultivate and manage volunteer, customer and vendor relationships;
- Integrity beyond reproach

The mission of the Mount Hope Trust is to steward its land and structures, including the historic 1745 Governor Bradford House, to cultivate appreciation of its natural, historic, and cultural character, and to make Mount Hope Farm accessible to all.