

JOB TITLE: Events Specialist

REPORTS TO: Special Events/Sales Manager

JOB CLASSIFICATION: PART TIME/Hourly

JOB PURPOSE: The Event Specialists is to assist in set up, break Down, and hosting of events throughout the zoo.

TYPICAL DUTIES AND RESULTS:

- Represents Zoo in a positive way in all contacts with customers.
- Inspects event sites and plans efficient set-up
- Decorates grounds for events as necessary and other tasks as assigned.
- Represents the Zoo in interactions with guests and the general public
- Resolves a variety of employee issues affecting operations as necessary
- Coordinates and implements established emergency plans as necessary
- Provides complex interpretation of organization policies, procedures, and emergency plans as necessary
- Other duties as assigned by Events Manager or Executive Director.
- Perform quality customer interactions that meet customer needs.
- Act in professional manner while on duty.

QUALIFICATIONS:

2 – 5 years' experience working in events. Strong interpersonal skills and the ability to accept direction and also lead a team; possess strong observational, written and oral communicational skills, and have accurate record keeping abilities. They must be highly adaptable and the ability to lift a minimum of 50 pounds. Bartending license is a plus. Must be 21 or older.

Must possess a willingness to help other co-workers with projects. Must be flexible and receptive to change. Schedule includes occasional weekend days and holidays. Must be able to work weekends, late evening on occasion and holidays. Must be willing to support Racine Zoo's mission statement. Willing to

help out other departments in emergency situations or where additional staff is needed. Ability to work on a team and with volunteers, and to work with a variety of people in a professional and pleasant way.

Must have, or ability to learn basic first aid, and CPR. Negative TB test required. Willingness to work overtime and be available based on special needs/circumstances on a 24-hour basis, work outdoors, and risk periodic exposure to fairly predictable and controllable hazards associated with wild animals and zoonotic diseases.

Must possess or be able to obtain a valid Wisconsin's driver's license.