

**SPECIAL EVENTS ASSISTANT (PART-TIME)
GENERAL CLERK I**

JOB SUMMARY: Under direct supervision of the Special Events Supervisor, the Special Events Assistant will assist in the coordination and service of events such as birthday parties, corporate meetings, weddings, and other private evening events. The Special Events Assistant will ensure guest satisfaction, especially for clients who schedule private events in the aquarium's facilities. This is a part-time, hourly position with hours that may vary and include weekend shifts.

MAJOR RESPONSIBILITIES/ACTIVITIES:

- Assist with the set up and execution of private events including tables, chairs, and linens.
- Coordinate with outside vendors including DJs, caterers, and bakeries.
- Accommodate client requests prior to and during the event.
- Responsible for securing the facility (locking doors, setting the alarm) after private evening events.
- Assist with selling and booking private events.
- Assist with planning and execution of public events.

ADDITIONAL RESPONSIBILITIES/ACTIVITIES:

- Respond to staff requests for support as needed.
- Extremely organized with strong multi-tasking and time-management skills.
- Demonstrate professionalism at all times.
- Perform other related duties as requested.

MINIMUM AND PREFERRED REQUIREMENTS:

- Professional appearance, excellent communication skills, customer service attitude, and ability to foster cooperation.
- Attention to detail and adaptable to address last-minute needs and changes.
- Proficient in Microsoft Office and can learn additional programs utilized in event scheduling and processing sales.
- Excellent organization and strong recordkeeping skills.
- Ability to work with outside contractors and vendors to ensure quality delivery of service.
- Must be willing to work holidays, weekends, and evenings.
- Experience with various A/V systems is preferred.

WORKING ENVIRONMENT

The duties of the Special Events Assistant will be generally performed inside and outside of the Oklahoma Aquarium. Work environment is team oriented, having variable tasks, pace, and pressure.

Physical: Primary functions require sufficient physical ability to work in an event center setting. Continuous walking and standing, with upward and downward flexion of neck; fine finger

dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist. Frequent squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals. Frequent lifting of up to 25 pounds throughout the course of a workday.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.