

Spy Hop Rooftop Event Staff
AVAILABLE IMMEDIATELY AND OPEN UNTIL FILLED

Spy Hop seeks hourly event staff (\$20 per hour) to oversee and manage events held in the Spy Hop Rooftop event venue.

The primary duties of the event staff include overseeing events by providing client support, good customer service, and ensuring clients are adhering to Spy Hop Rooftop venue policies. Tasks can include setting up tables and chairs, helping guests and vendors navigate the venue, providing basic A/V support and breaking down the venue at the end of an event. On the job training for this position will be provided by the Spy Hop Rooftop manager.

Duties and Responsibilities:

- Setting up necessary chairs, table and additional rentals for events in accordance to client layouts
- Setting up the sound system and projector system if being used
- Operate the aviation door for clients
- Remaining on site during an event as the point of contact
- Upholding any necessary safety precautions
- Providing high levels of customer service
- Monitoring events to ensure Rooftop policies are being followed
- Putting away chairs and tables at the end of the event
- Opening the venue for clients and vendors
- Ensuring general security for each event
- Locking the building and setting the alarm at the end of each event

Qualifications:

- Must be 21+ years of age
- Flexibility in availability and willingness to work evenings and weekends is a must
- Experience with event management a plus
- SIPS/TIPS certification a plus
- Ability to troubleshoot simple technical issues
- Dedication for high quality events to ensure repeat business and strong community reputation
- Strong customer service skills
- Strong problem-solving and critical thinking skills
- Excellent communication skills with a diverse client base

How to Apply: No phone calls please. Please email a resume to the Rooftop Manager for consideration.

Email: Alecia Cenaruzabeitia, Rooftop Manager alecia@spyhop.org

About Spy Hop: Spy Hop is a highly effective, nonprofit, youth media arts and educational enrichment center founded in 1999, and is located in downtown Salt Lake City. Our mission is to mentor young people in the digital media arts to help them find their voice, tell their stories, and be empowered to affect positive change in their lives, their communities, and the World. [Spyhop.org](http://spyhop.org)

About the Spy Hop Rooftop: The Spy Hop Rooftop is a modern event space to create inspired, memorable events. As a branch of Spy Hop, the Rooftop serves as a contemporary venue for events large and small, it also raises critical funds needed to support the organization's positive-youth development programs throughout the state of Utah. spyhop.org/rent-the-rooftop