

Job Title | **Event Staff**  
Type | **Part-Time - Hourly**



The Haven Event Space is a brand-new premier wedding and event venue opening Fall of 2021 just south of Overland Park, KS. We are creating a space that will become one of the most desired event locations in the Kansas City area due to our attractive design elements, state of the art technology, serene 40-acre property, and countless amenities. The team behind the magic of the Haven Event Space is hyper-focused on establishing, growing, and expanding our brand, offerings, and reputation as we take the venue market by storm! Check out this exciting new opportunity below to join our team!

The Haven Event Space is seeking **Event Staff** to join our team! We are responsible for preparing, creating, and hosting some of the most important events in people's lives. This role is an integral part of providing the best product to our clients, helping ensure our venue is the right choice for them, and making sure their event is perfect in every way.

### Job Responsibilities

- Assist with the setup and tear down of both indoor and outdoor events
- Work a variety of positions during an event including, but not limited to, parking, ushering, photobooth operation, or beverage assistance
- General event management including trash, bathroom restocking, assisting guests and other staff, etc
- Follow the instruction of the event manager and assist in ensure a seamless event for our clients
- Cleanup after the event concludes and resetting the building for events the next day

### Job Skills & Qualifications

#### **Required:**

- Ability to work evenings and weekends during our scheduled events
- Reliable transportation to and from the venue at your schedule shifts
- Ability to work independently and think on your feet
- Ability to lift chairs, tables, trash, ice, and other heavy items
- Able to communicate professionally and effectively with other staff and visitors of the venue
- Honesty, integrity, personal responsibility & extreme attention to detail in all areas

#### **Preferred:**

- Customer service experience
- Wedding or other events experience

For more information on The Haven Event Space check out our website [www.thehaveneventspace.com](http://www.thehaveneventspace.com)  
or follow us on social media:

Facebook: <https://www.facebook.com/TheHavenKC>

Instagram: @thehaveneventspace

YouTube: <https://bit.ly/3yH996f>