Minneapolis Landmarks Job Description

Effective Date: 06/23

Administrative Events Assistant
(Full-time position)

The Events Assistant serves as the initial office contact with clients and guests who visit the Landmark Center Events Office and is a direct support to the Events Director and Beverage Service Manager. The position is a full-time, hourly non-exempt position. The Events Assistant reports directly to the Events Director.

The Events Assistant is expected to:
- Be poised and professional with a welcoming personality and good people skills;
- Responsible, dependable and reliable;
- Self-motivated; take initiative on tasks and follow-through to completion in a timely manner;
- Be accurate and detail oriented;
- Work well under pressure, although must be self-motivated when the office duties are slow;
- Have a knowledge of basic office machines including copiers, postal meter machine, and computers;
- Be competent in Microsoft Windows programs (Word and Excel) software programs;
- Have availability on weekends and evenings for on-site facilitation of event services.

Specific duties of the Events Assistant include, but are not limited to:
- Handling general office duties for Minneapolis Landmarks, including handling incoming phone calls, emails, and fielding general information calls about Landmark Center.
- Providing basic events information this includes client services and showing spaces in the building to potential clients.
- Providing general administrative support to the Events Department and Beverage Service Department, including handling of billing and invoices.
- Assisting with the building schedules and organization of building activities.
- May be assigned to work events on weekends and some evenings such as weddings, corporate galas, business meetings, multicultural festivals, and conferences. Position will include hands-on training in event venue operations, coordination of vendor load-in, troubleshooting day-of issues, and client relations in areas of A/V, customer service, and venue-related inquiries.
- Manage social media accounts for Events Department.

Wages Range:
$18- $20 per hour depending upon qualifications (Experience with hospitality services will be taken into consideration when hiring). Generous benefits package, including vacation pay, health/dental insurance, and retirement.

Requirements for Consideration:
Excellent oral and written skills.
Demonstrated proficient computer skills, including Windows, Microsoft Word and Excel, and social media platforms.
Experience with event planning and hospitality services a strong plus.
Ability to be on your feet for extended periods of time and lift over 25 pounds.
Pass full security background check.