

Event Attendant

Part Time / Per Diem

Hibernian Hall is re-opening and we are seeking new event staff members. Hibernian Hall is a versatile facility with a grand ballroom and a separate meeting room located in Roxbury, and operated by Madison Park Development Corporation (MPDC). We make Hibernian Hall available as a flexible space for stage productions, artists' showcases, film screenings, and cultural celebrations. The ballroom is available for community presentations in music, dance, theater, film/video, and spoken-word performance art. In its third-floor setting, the historic ballroom has 3,600 square feet of useable space and retains its original architecture of high ceilings, hardwood flooring, and ten arched windows that offer a panoramic view of Boston's skyline. You will find that Hibernian Hall is a true gem in the heart of Roxbury.

Job Description:

The Event Attendant serves as a team member in the logistical management of events, productions, and meetings. The event attendant may work in different roles, depending on the production, including box office, usher, stagehand or other role.

The primary responsibilities include preparing the Hibernian Hall venue for the event, and arranging the desired floor plan which includes setting up tables and/or chairs. During an event, the event attendant will attend to the needs of the client and event. Event attendants remain in the event space throughout the event from start to finish, including post-event cleaning. Event attendant reports to, and is directed by the event manager. Most events take place during evening and weekend hours so applicants must be able to work during these periods.

MPDC anticipates that event attendant training sessions will be held on September 1, 2021. Complete job description will be provided at interview.

All candidates must have legal authorization to work in the U.S. for any employer, and employment is contingent on an acceptable CORI background check

Visit our website at www.madison-park.org for more information about MPDC and Hibernian Hall, our event venue.

To apply, send resume to HR@madison-park.org

Job Type: Part-time / Per Diem / On Call

Pay: \$18.00 per hour