

## **Event Staff, \$18 per hour**

Part Time / On Call

**Hibernian Hall has reopened**, and is hosting several events every week. We are actively 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. **We think you'll enjoy working at Hibernian Hall, a true gem in the heart of Roxbury, Nubian Square.**

### **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.**

If you have strong communications skills, an interest in the performing arts, and can work some evening and weekends please consider joining the Hibernian Hall Event Staff Team!! Training sessions will be starting soon! (September and October, 2022). Complete job description will be provided at interview.

### **Application Process:**

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. Applicants must be able to regularly lift, carry and move objects weighing up to 30 pounds.

To apply, email resume to [HR@madison-park.org](mailto:HR@madison-park.org)

Visit our website at [www.madison-park.org](http://www.madison-park.org) for more information about MPDC and Hibernian Hall.

*MPDC is an equal opportunity and affirmative action employer*