

Events Assistant

The Aldo Leopold Nature Center (ALNC) seeks an outgoing, energetic individual to join its team in assisting with sustainability-focused events and weddings. Activities focus on assisting couples and their guests on their wedding day, arranging rooms for private events and public programming, setting up outdoor ceremony spaces, reducing and managing event waste, recycling and composting, providing hospitality and customer service, and helping grow the ALNC community.

ALNC is a nonprofit organization dedicated to promoting equitable environmental education for children, their teachers and families.

ALNC is an equal opportunity employer committed to building and serving a [more diverse staff and community](#), and qualified applicants of under-represented backgrounds and identities are encouraged to apply.

Time Commitment and Details:

- The Sustainable Events Assistant is part-time seasonal staff. Possible shifts run 3:00-10:30 pm on Fridays, vary on Saturdays between 8:30am-12:00am, and between 9am-4pm on Sundays.
- This position runs through the middle of November with a chance for further employment based on performance and need.
- Compensation: \$16.00 - \$18.00/hr.
- Opportunities: Gain experience building relationships with the public while supporting a nonprofit environmental education center; support and learn about event practices.
- Position available starting May 2024. Applicants will be reviewed and interviewed on a rolling basis. Preference given to candidates who can start training in May.

Duties and Responsibilities:

- Arrange rooms (move furniture, set-up A/V equipment, etc.) based on provided layouts.
- Coordinate and communicate with rental customers and vendors before, during, and after events.
- Assist with set-up and cleanup surrounding events and rentals.
- Maintain a positive relationship with a varied group of public guests/visitors.
- Staff and oversee public areas during public and rental hours; troubleshoot, upkeep, and answer questions as needed.
- Open, close, and maintain safety and security of facility and grounds during public hours and rentals.
- Administrative assistance; other duties as assigned.

Requirements and Qualifications:

- At least 16 years of age.
- Fully vaccinated against COVID-19
- Candidates must successfully pass background check
- Ability to lift 30 pounds required.
- Comfort in managing facilities and guests and following written instructions and procedures.
- Ability to manage schedules and work well in a team environment.
- Reliable transportation to ALNC.

How to Apply:

To apply, please fill out this [online application](#) OR send your resume and three references to:

Sustainable Events Manager

rentals@aldoleopoldnaturecenter.org (emailed applications encouraged)

330 Femrite Dr, Monona, WI 53716

608-216-9371

