

## 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 and recycling, 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 Events Assistant is part-time, seasonal staff. Possible shifts run 3 pm -10:30 pm on Fridays, vary on Saturdays between 9 am-12 am, and between 9 am-6 pm on Sundays.
- Compensation: \$17.00 - \$18.00/hr. based on experience and shift availability
- Opportunities: Support and learn about event practices. Gain experience while working with the public to support a nonprofit environmental education center.
- Position available starting April 2025. Shifts may be available as early as March for interested applicants. Applicants will be reviewed and interviewed on a rolling basis. Majority of shifts will occur May - November

### Duties and Responsibilities:

- Arrange rooms (move furniture, set-up A/V equipment, etc.) based on provided layouts.
- Communicate with rental customers and vendors before, during, and after events.
- Assist with set-up and clean-up surrounding events and rentals.
- Maintain a positive relationship with a varied group of public guests/visitors.
- Staff rented venue spaces during public and rental hours; troubleshoot, upkeep, and answer questions as needed.
- Open, close, and maintain safety and security of facility and grounds during rental events.
- 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](mailto:rentals@aldoleopoldnaturecenter.org) (emailed applications encouraged)

330 Femrite Dr, Monona, WI 53716

608-801-0080