

## JOB DESCRIPTION

Diocese of Orange, Pastoral Center

**Date Prepared: May 17, 2019**

**Date Issued:**

**Date Revised:**

**Approved By:**

**Approved By:**

**POSITION TITLE: Event Facilitator**

**JOB CLASSIFICATION: Non-exempt**

**DEPARTMENT: Events**

**REPORTS TO: Events Manager**

**SUPERVISORY RESPONSIBILITY:**

None

**INTERNAL/EXTERNAL CONTACTS:** Events Department, supporting vendors (security and janitorial,) clients contracting to use Christ Cathedral campus venues for the purpose of hosting events.

**SUMMARY OVERVIEW:**

Manage and confirm venue is set to the client's contracted agreement. Provide customer service and supervise that RCBO policies and procedures are adhered to during the event. Monitor that the event is safe and respond with security if an incident occurs. Direct clients and vendors to close the event on time. Secure the venue with security at the close of the event.

**ESSENTIAL FUNCTIONS:**

1. Communicate details of the event to clients, vendors, and RCBO contracted staff – 40%
2. Review event parameters and room set-up documentation to ensure proper set-up – 20%
3. Coordinate janitorial staff to maintain cleanliness throughout the event – 20%
4. Light housekeeping duties – 10%
5. Arrange/move/assemble furniture and equipment (includes tables, chairs, couches, music, and audio-visual equipment) – 10%
6. May perform other tasks as requested.

**NON-ESSENTIAL FUNCTIONS:**

**QUALIFICATIONS & EXPERIENCE:**

**REQUIRED:**

- Professional and customer-focused
- Ability to work independently and unsupervised
- Decisive and conscientious

**DESIRED:**

- Bi-lingual language skills (English/Spanish or English/Vietnamese)
- Experience in event/venue staging
- Experience in operating audio/visual equipment

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

<b>Typical Working Conditions:</b>	Typical convention set-up environment
<b>Equipment Used:</b>	2-way radios, tablets, smartphones, computers, audio-visual equipment
<b>Essential Physical Tasks:</b>	Walking/standing over 7 hours a day, ability to lift 30-40 pounds on an occasional basis