

# Part-Time Events Assistants

## Job Description

June 29, 2018

Data & Society is seeking multiple part-time, temporary logistics support personnel to support our rigorous event schedule beginning in mid-August. These are entry-level roles for friendly, reliable people with an interest in the work we do, learning how to execute a seamless event, and working as a part of a kickass team!

## About the Events Assistants

D&S Events Assistants are energetic, can-do, “people-people” who take on a range of tasks to help execute seamless events as part of the Events Team. Their contributions expand D&S research’s reach and impact in both our Flatiron office and in other locations as needed.

Events Assistants are detail-oriented and love keeping things running smoothly. Success for them is knowing that they are doing all that they can to make others feel welcome, safe, and supported, and that they can take on whatever’s being asked of them.

Events Assistants’ schedules vary from week-to-week based on the D&S calendar and they report directly to the Programs and Events Manager.

## Responsibilities

Provide assistance and logistical support for multiple types of Data & Society events, including but not limited to:

- Set-up and breakdown duties:
  - Accept and arrange catering;
  - Move, test, and store furniture and technical equipment;
  - Maintain materials during, and clean up after, events;
  - Gather and dispose of garbage;
  - Enforce space care and safety guidelines; and
  - Track inventory.
- Guest support:
  - Perform check-in; and
  - Assist with questions, transport planning, and other requests.
- Team building:

- Assist the Programs and Events Manager with data entry, research, and administrative tasks, as assigned;
- Attend monthly events team meetings and additional event trainings and meetings, when scheduled;
- Attend D&S mandated trainings and events, as required; and
- Perform other tasks as needed.

**Compensation: \$15 per hour**

### **Qualifications**

- H.S. Diploma;
- Friendly and comfortable working with a variety of constituencies, and as part of a team;
- Organized, pro-active, and takes initiative;
- Proven experience following through on responsibilities and projects;
- Ability to move furniture and lift up to 40lbs with no or limited assistance; and
- Flexible schedule, with preference for availability on Wednesdays and Fridays, and possible additional days with notice.

### **Additional Helpful Experience**

- Audio/visual/technical equipment;
- Catering and/or customer service;
- Security procedures; and
- Eventbrite, G-suite.

### **How to apply**

Send your resume and cover letter to [jobs@datasociety.net](mailto:jobs@datasociety.net) by **Friday, July 11th**. Resumes will be reviewed on a rolling basis, and ***if selected***, the first round of interviews will be conducted on **Wednesday July 18<sup>th</sup> in the afternoon/evening** (some allowances can be made if that schedule cannot be accommodated).