



Sun Valley Center for the Arts

191 Fifth Street East, Ketchum, Idaho
P.O. Box 656, Sun Valley, ID 83353
208-726-9491, fax 208-726-2344
www.sunvalleycenter.org

Job Title: Event and Hospitality Assistant

Reports To: Special Events Manager

Purpose: Provides vital administrative support for entire organization by assisting the special events team, managing the hospitality functions of events, and supporting front desk duties.

Special Events and Wine Auction:

- Support the efforts of the Special Events Fundraising Manager to keep accurate records of patron, sponsor, and in-kind contributor participation. contact information and initiating and following up on correspondence according to defined protocols
- Produce and mail correspondence to Wine Auction guests and vintners confirming Wine Auction participation
- Manage all large-scale event mailings
- Manage all incoming wine inventory and maintain reports for wine inventory manager
- Obtain and organize gift certificates and other materials for Wine Auction Lot purchases
- Obtain and organize marketing materials from sponsors and vintners and photographers
- Play primary support role for Wine Auction including registration, tastings, vintner adventures, vintner dinners, Vine & Dine and Gala.
- Play a primary role in post-event clean-up and organization of patron information, event supplies, wine, auction lots etc.
- Update and manage patron lists and contact information for special events.

Hospitality:

- Manage hospitality riders for visiting artists
- Oversee all hospitality including food, beverage, flowers, etc. for all programs and events including but not limited to gallery walks, concerts, patron events, Arts & Crafts and Wine Auction

General Events:

- Assist box office with ticket sales and general customer service
- Serve as support to administrative assistant at front desk, providing coverage during times of high ticket sales, lunches and vacation
- Provide administrative support at program and fundraising events, (i.e. front-of-house duties, merchandise sales, etc.)
- Perform other duties as assigned

Key Interfaces:

This position will interface with the following groups:

- All staff, especially the Special Events Fundraising Manager, Data and Information Specialist and Special Events Assistant
- Board Members
- Patrons
- Sponsors
- Vintners

Focus:

Internal Administration: 60%

External interface with donors and prospects: 40%

Hours

- The position is a full-time non-exempt position.
- Regular hours are 9:00 – 5:00 Monday through Friday, with nights and weekends as needed based on program and event schedules

Education/Experience Required:

- Prior successful experience performing administrative, office and customer service functions
- Strong organizational skills and proven record of success with complex and detail oriented assignments
- Database entry experience preferred
- Complete proficiency with Microsoft Office applications, especially Excel, Word, PowerPoint and Outlook
- User knowledge of the internet and social media as a marketing and communications tool
- Valid Driver's License
- Ability to stay focused on multiple tasks and deadlines given frequent interruptions
- Ability to troubleshoot routine computer software and hardware issues
- Ability to learn new databases and systems quickly and to adapt to changing technology.
- Excellent communication skills and a desire to work as a member of a team
- Self-starter and problem solver
- Experience in customer service interaction and an ability to stay calm under pressure
- Enjoyment in working with people and interacting in person and by phone
- A desire to work within all facets of a multidisciplinary educational arts organization

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work regularly requiring sedentary activity using a computer keyboard and mouse.
- Work requiring physical effort including, but not limited to: walking and/or brisk walking, lifting 10-45 lbs, climbing/descending steps, climbing/descending ladders, moving cases of wine

The Sun Valley Center is an Equal Opportunity Employer

To Apply

Send resume and letter of interest and resume to information@sunvalleycenter.org