



## 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](http://www.sunvalleycenter.org)

**Job Title:** Wine Auction Concierge and Event Hospitality

**Reports To:** Wine Auction Director and Special Events Manager

**Purpose:** Provides vital support for entire organization by assisting the special events team, managing the hospitality functions of key special events, and supporting year-round concierge needs of the Wine Auction.

### **Wine Auction Concierge:**

- Support the efforts of the Wine Auction Director and Special Events Manager, keeping accurate records of patron, sponsor, and in-kind contributor participation.
- Maintain correspondence with Wine Auction Lot Winners, Top Donors and Sponsors.
- Obtain and organize gift certificates and other materials for Wine Auction Lot purchases.
- Play primary support role as Wine Auction Concierge, organizing registration, Grand Cru transportation, vintner adventures, vintner dinners, Auction Lot Check Out.
- Organize and oversee Auction Lot Fulfillment throughout the year.

### **Hospitality:**

- Assist with hospitality including décor, look and feel, food, beverage, rentals, flowers, etc. for programs and events including but not limited to key Development and Special Events.

### **Key Interfaces:**

This position will interface with the following groups:

- Wine Auction Director and Special Events Manager
- Events Assistant
- Development Director
- Board Members
- Patrons
- Sponsors
- Vintners

### **Focus:**

Wine Auction: 60%

Year Round Events: 40%

### **Hours**

This is a part-time, non-exempt, hourly position. Work requires the flexibility to frequently work evenings and/or weekends according to The Center's calendar of programs and events. Specific hours will be set monthly, based on program and gallery schedule.

**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
- 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***

**STATEMENT OF DIVERSITY, EQUITY, AND INCLUSION**

The Sun Valley Center for the Arts (SVCA) is committed to fostering and supporting a diverse workplace, and is proud to be an equal opportunity employer. SVCA invites applications from all qualified individuals and welcomes applications from women, members of racialized groups and visible minorities, indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. SVCA has a clear vision: to be a workplace where a diverse mix of talented people are committed to delivering our mission of providing arts experiences for all.