

Education Center

5339 Chamblee Dunwoody Rd.
Atlanta, GA 30338
770.394.3447



Gallery & Gift Shop

4681 Ashford Dunwoody Rd.
Atlanta, GA 30338
770.394.4019

www.spruillarts.org

JOB TITLE: EVENT HOST

EMPLOYMENT TYPE: NON- EXEMPT, PART-TIME, CASUAL

WORK SCHEDULE: PRIMARILY NIGHTS AND WEEKENDS

PAY RATE: \$20 PER HOUR

REPORTS TO: FACILITIES MANAGER

JOB DESCRIPTION:

The Spruill Center for the Arts is on the lookout for a vibrant individual to fill the role of Event Host. Your main responsibility will be to ensure flawless facility rentals and usage experiences for our guests and clients. You'll play a pivotal role in delivering exceptional event support while upholding the safety and integrity of our venue.

As a pivotal member of the Spruill Event Host team, you'll be the main liaison for the day of event schedule, vendors, and planners. Your role involves overseeing event activities from beginning to end, managing vendors, and overseeing setup and breakdown. You'll ensure adherence to rental procedures, monitor event proceedings, and maintain facility rental standards throughout. With your strong organizational skills and dedication to exceptional service, you'll play a crucial part in enhancing Spruill's reputation as a premier event rental and meeting venue.

WHY CHOOSE US:

The Spruill Center for the Arts has been a cornerstone of the metro Atlanta arts community for nearly 50 years. We are dedicated to fostering creativity and social connections through the arts by offering a diverse visual arts program for students of all ages and skill levels and by providing a platform for artists to share their talents through exhibitions, sales, and instructional opportunities.

In early January 2024, our commitment to growth became evident as we expanded our facilities by an additional 8,300 square feet, encompassing classrooms, studios, and event rental spaces. This expansion represents a significant stride in our dedication to providing enhanced opportunities in the arts for our community and beyond.

This is your opportunity to join us in our mission, making a lasting impact on the Atlanta arts and events scene. By becoming part of our team, you will contribute to the creation of a welcoming and creative environment for the arts. Join us as we continue to be a vibrant force in the arts community, celebrating creativity and fostering a space where artistic expression thrives.

BENEFITS:

Employee Education and Gallery Discounts:

- We encourage continuous learning in the arts by providing employees with a discount towards classes and workshops.
- Enjoy a 30% discount on any purchases at the Spruill Gallery.

KEY RESPONSIBILITIES:

Event Host Day of Responsibilities:

- Serve as the onsite supervisor, representing the Spruill Center for the Arts, fulfilling all duties of guiding the event in a professional manner.
- Follow the day-of-event playbook to ensure compliance for clients and vendors.
- Address day of rental inquiries for clients, guests, and vendors.
- Collect permits required for events when necessary.
- Assist with rental payments and contracts.
- Double-check event agenda adherence and make necessary adjustments.
- Oversee the setup and breakdown of non-Spruill Arts rental furniture, décor, and supplies.
- Ensure cleanliness of event space before and after events.
- Responsible for setup and breakdown of any Spruill owned equipment and furniture.
- Manage and guide facility rentals and events, ensuring smooth execution from beginning to end.
- Open and close rental facilities as required.

Additional Responsibilities:

- Adhere to all Spruill rental policies, procedures, and guidelines, including punctuality for scheduled shifts.
- Work independently with minimal supervision.
- Demonstrate flexibility and adaptability in a fast-paced environment.
- Pay excellent attention to detail.
- Complete post-event checklist items, including clean up and taking out trash disposal.
- Ability to meet vendors and provide them with setup access to catering kitchen, courtyard, and community room.
- Flexibility in substituting an event shift, if necessary.
- Ensure compliance with health and safety measures and emergency protocols.
- Ensure compliance with sound ordinances and food and alcohol policies.
- Perform any other facility rental duties as assigned by the Facilities Manager.
- Assist clients with any last-minute setup accommodations, such extensions cords, tape, scissors, etc.

SKILLS/EXPERIENCE:

- High school diploma or equivalent.
- Preferably to have some hospitality, event, or service industry experience.
- Maintain a professional and courteous demeanor with excellent customer service skills.
- Possess strong organizational and multitasking abilities.
- Be self-motivated and able to work with minimal supervision.
- Demonstrate creative problem-solving skills and the ability to think on your feet.
- Maintain a friendly and welcoming demeanor.
- Be able to assist guests in the event of an emergency.
- Valid Driver's License Required.
- Preferred but not required: CPR, AED, & First Aid certification.

WORK ENVIRONMENT:

The Spruill Center for the Arts operates seven days a week year-round. The Event Host position necessitates the capacity to independently oversee the majority of events without direct supervision for the duration of the rental. Event Hosts primarily work evenings and weekends as per event and rental schedules. Flexibility in scheduling is essential for annual Spruill events or when additional duties are assigned.

The position mandates physical capabilities to fulfill job functions with or without accommodation. This includes the ability to lift up to 30 pounds unaided and 50 pounds or more with assistance, as well as the capacity to sit, stand, and walk for extended periods. Event Hosts must comply with Spruill's dress code policy on the day of the event.

TO APPLY:

Send your resume and cover letter to the Director of Operations, Kimberly Marshall at kmarshall@spruillarts.org.