CITY OF GRAPEVINE
invites applications for the position of:

Event Assistant -
Casual/work only as needed

An Equal Opportunity Employer

SALARY: $15.01 /Hour

OPENING DATE: 04/07/16

CLOSING DATE: Continuous

BASIC FUNCTION:
Assist in the set-up and tear down of events at the Grapevine Convention, Palace Arts, and
Concourse Event Centers along with other CVB venues. Assist Event Coordinators and clients as
needed. May perform some tasks without supervision.

REQUIRED SKILLS:
Must have the physical ability to set up and tear down tables/chairs, partitions, along with
cleaning of all facilities. Answer phones, receive monies and aid clients as needed. Assist
catering chef as needed. Operate various audio visual equipment.
Knowledge of audio visual equipment and food and beverage experience preferred. Hotel and
supervisory experience preferred.
Must be willing to work irregular schedule. Min. age 18. Must pass criminal, credit, polygraph
test, drug screen and physical exam.

APPLICATIONS MAY BE FILED ONLINE AT:

OUR OFFICE IS LOCATED AT:
P. O. Box 95104, 200 South Main Street
Grapevine, TX 76099

An Equal Opportunity Employer