Event Host Job Description

**Job Description:** Event Host

**Reports to:** Venue Manager, Communications Manager, and Property Manager

**Schedule:** Part-time, with no guaranteed number of work hours per week, majority nights and weekends. Hours will change from week to week with the average timeframe between 7 a.m. to 3 p.m. or 3 p.m. to 12 a.m. with some flexibility. The actual schedule will be based upon Chapel Creek Ranch events and administrative needs.

**Position Summary**

The Event Host will primarily oversee and lead venue rentals for internal and external event clients, in collaboration with the Venue Team. The employee will successfully work with venue clients, caterers, vendors and guests while creating exceptional service from the beginning to the end of events. He or She will be responsible for enforcing the facility rules and regulations, organizing audio visual needs and securing the building at the end of events.

**Primary Responsibilities**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and perform other duties as assigned.
- Successfully interacts and serves as point-of-contact for internal and external clients, caterers, wedding/event planners, vendors and guests to ensure excellent and high quality guest experiences at Chapel Creek Ranch
- Maintains a welcoming environment and demeanor while servicing guests
- Actively engage and respond promptly to venue clients, vendors and guests along with communicating their concerns to the Venue Manager, Communications Manager, and Property Manager
- Oversees vendor teardown and cleanup of event spaces
- Maintains event spaces throughout the event
- Ensures total compliance with Chapel Creek Ranch’s contracts, rules and regulations
- Effectively anticipate and respond promptly to the needs of all guests and vendors
- Responsible for securing the building at the end of events
- Must be dependable and able to work independently
- Perform other duties as assigned by Venue Manager, Communications Manager, and Property Manager

**Work Environment and Physical Demands**

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Continuous communication and/or interaction with staff, volunteers, visitors and management
- Majority evening, weekend and/or holiday work may be required to meet departmental deadlines or to provide staff support to events
- Frequent bending, stooping, reaching, crouching or light lifting (up to 50 lbs)
- The employee is frequently required to walk; sit and stoop, kneel, crouch or crawl.
- Requires good hand-eye coordination, arm, hand and finger dexterity including the ability to grasp