

CCC EVENT TECHNICIAN

Part-time position

The Chehalem Cultural Center seeks an eager, organized, and professional 10-15 hour/week Event Technician to help with the myriad of rental events that utilize our facility. The Chehalem Cultural Center is an open opportunity employer; candidates of diverse backgrounds are strongly encouraged to apply.

Key Responsibilities:

- Event (chairs, tables, AV, etc) set up, event monitoring, and event takedown ●
Prioritizing daily task lists created by Rentals Manager
- Representing the Chehalem Cultural Center with a high degree of professionalism to external clients, including giving tours, interacting with clients on the day of the event, and representing the organization at CCC's public programming events
- Some short shifts at the Information Desk, which require interfacing and engaging with a wide spectrum of clients, community leaders, and donors and keeping up to date with the CCC's current exhibitions, public programming, and class offerings

Preferred Experience (but not required)

- Volunteer or paid experience working events, and/or other customer service experience
- An appreciation for and knowledge of the event needs for live entertainment, performing arts, lectures, conventions, and corporate/special events
- Basic audio/visual equipment knowledge
- A familiarity with Newberg, Dundee, and Yamhill County
- Experience working with various cultures and communities

Qualities of an Ideal Candidate

- Excellent customer service instincts
- Computer literacy and an ability to learn new systems quickly
- Team player with strong communication skills
- Ability to maintain composure and objectivity in sometimes demanding, high-pressure situations, including an ability to handle unexpected complications and disputes to yield satisfactory results
- Bilingual Spanish/English preferred but not required
 - Employees with second language skills are eligible for an additional \$100 monthly stipend

Physical Requirements

- Split shifts, late shifts, and long hours on your feet sometimes required
- Exertion of up to 50 pounds of force to lift, carry, push, pull or otherwise move objects
- On occasion, climbing tall ladders and operating a mechanical lift
- Extended periods of sitting and using a computer
- Majority of shifts available are in the evenings and on weekends -- we are happy to work around school schedules and other obligations.

Compensation

- \$16/hour
- Paid vacation and sick time
- Optional retirement savings plan

How to Apply

Email the following application materials to rentals@chehalemculturalcenter.org:

1. Resume
2. Cover letter describing any experience with and/or interest in events
3. Any references from prior experience

Application Deadline: Open until filled (1 job available)

Anticipated Start Date: Between May - end of June 2024, approximate start date

About Chehalem Cultural Center

Located in Newberg, Oregon the Chehalem Cultural Center celebrates the arts, community, education, and heritage. It houses two visual art galleries, a state-of-the-art ceramic studio, three multipurpose art studio classrooms, recording studio and four music practice rooms, meeting rooms, a small theatre space, and a large 5,200 square foot grand ballroom appropriate for public and private events. The Chehalem Cultural Center is an interdisciplinary and multicultural center that strives to represent the diversity of our greater community. It features rotating exhibitions, presents a variety of performing arts, festivals, and heritage events with a mission to inspire and enrich lives by connecting community and culture. The organization is embarking on a major capital campaign to support the final phase of the building's restoration, including a professional 250-seat theater, a kitchen and culinary arts center, a dance and movement studio, a conference center, and a renovated front lobby.

The Chehalem Cultural Center is committed to advancing equity and diversity in all that we do. We strive to foster an atmosphere of inclusivity, creativity, and respect in which people feel invited to participate and express themselves independently of their gender, race, religion, physical abilities, mental diagnosis, national or ethnic origin, social status, income, age, size, sexual orientation, or gender identification. The CCC celebrates the rich variety of culture in Yamhill County and seeks creative ways to create space for dialogue between communities and offer voices of differing perspectives and communication styles a place to be heard.