

Montalvo Employment Opportunity

Event Support Staff

Spend your summer immersed in the arts and the outdoors while gaining hands-on experience in the hospitality industry.

We are seeking energetic, customer-focused seasonal team members who are eager to learn, grow professionally, and be part of a mission-driven arts nonprofit organization. This is an opportunity to build valuable hospitality and event experience in a creative, community-centered environment where every interaction helps support meaningful artistic programming and unforgettable guest experiences.

Part-time 20 hours per week during the summer – possibility to continue part-time weekend work in the Fall.

Responsibilities include, but are not limited to the following mandatory tasks:

- Work Orders – assist with event set-up/breakdown including tables, chairs, linens, signage, dance floor, beverage, garbage, etc.
- Support Rentals Manager, external Event Planners, and internal event managers (staff and MSG volunteers, etc.)
- Transport furniture, people in golf carts as needed.
- Distribute and collect temporary signage on the property.
- Provide parking support at Carriage House concerts.

Required Skills & Experience:

- Education: High school diploma or GED required.
- Previous experience in event support or hospitality environment - preferred.
- Valid CA driver's license (3 years) and clean driving record to drive company vehicles.
- Ability to work independently, as well as part of a team, under direct or indirect supervision, and on specific time deadlines. Cooperative and willing to assist others.
- Excellent verbal communication skills and customer service skills required.
- Attention to detail and accurate.
- A professional demeanor and the ability to generate positive public relations with artists, guests, vendors and staff.
- Ability to work evenings/weekends on a rotating basis with other team members.
- Vendor coordination / crowd control experience a plus.
- Background check required.
- Bilingual skills a plus.

Working Conditions & Physical Tasks:

- Many job functions are performed in an outdoor environment, in a variety of weather conditions, on hilly and uneven terrain.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms.

- The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 25 pounds and occasionally up to 50+ pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

Compensation: \$18.00 p/hr. This position is not eligible for employee benefits.

To apply, please submit your resume to: hr@montalvoarts.org. **Please do not call about this position.** Position is open until filled. Applications will be screened for qualifications and experience. Not all applicants who meet the minimum qualifications will be offered an interview.

For more detailed information about Montalvo Arts Center visit our website at montalvoarts.org. Montalvo Arts Center is an Equal Opportunity Employer. Applicants who contribute to the diversity of our organization are encouraged to apply.