

Montalvo Employment Opportunity

Event & Facilities Support Associate

We are seeking an energetic, customer-focused Event & Facilities Support Associate who is eager to learn, grow professionally, and become part of our team. This is an excellent opportunity to gain valuable hospitality, event, facilities, and guest-service experience in a creative, community-centered environment.

From helping prepare a beautiful event space to welcoming guests and keeping the property looking its best, every interaction contributes to memorable experiences for our visitors, artists, event clients, and community.

The Event & Facilities Support Associate provides hands-on support for events, rentals, concerts, and day-to-day property operations. This is a highly active position that combines event setup and breakdown, guest and vendor support, custodial services, grounds maintenance, and general operational assistance.

Our ideal candidate is dependable, positive, collaborative, detail-oriented, and comfortable working in a fast-paced environment where priorities can change.

If you take pride in your work and understand that excellent hospitality means being willing to pitch in wherever needed - we'd love to hear from you.

What You'll Do:

- Assist with event setup and breakdown, including tables, chairs, linens, signage, dance floors, beverage stations, garbage, and other event-related needs.
- Support the Rentals Manager, external event planners, internal event managers, staff, and volunteers.
- Transport furniture, equipment, supplies, and people in golf carts as needed.
- Distribute, monitor, and collect temporary event signage throughout the property.
- Provide parking support for Carriage House concerts and other events as needed.
- Assist with vendor coordination and guest/crowd flow when assigned.
- Perform janitorial duties, including cleaning rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, offices, and other work areas.
- Collect and transport trash and waste to designated disposal areas.
- Perform routine grounds duties, including leaf blowing, raking, power washing, and emptying trash containers.
- Follow all day-to-day operational policies and procedures, including health and safety standards.
- Report building maintenance, grounds, safety, or other operational needs to the appropriate supervisor.
- Provide courteous and professional service to guests, artists, vendors, event clients, staff, and volunteers.

Montalvo Employment Opportunity

- Perform other related duties as assigned.

What We're Looking For - our ideal candidate:

- High school diploma or GED.
- Valid California driver's license held for at least three years and a clean driving record, as this position may require operation of company vehicles.
- Excellent verbal communication and customer service skills.
- Strong attention to detail and accuracy.
- Professional, positive, and courteous demeanor.
- Ability to work independently and as part of a team, with direct or indirect supervision.
- Ability to prioritize tasks and meet specific deadlines, particularly during event setup and breakdown.
- Cooperative attitude and willingness to assist colleagues and contribute wherever needed.
- Availability to work evenings and weekends on a rotating basis.
- Ability to successfully complete a background check.

Preferred Qualifications

- Previous experience in event support, hospitality, facilities, or a related environment.
- Experience with vendor coordination or crowd management.
- Bilingual or multilingual skills.
- Interest in the arts, events, hospitality, or nonprofit work.

Working Conditions & Physical Tasks:

- Many job functions are performed outdoors 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.
- May be asked to work the occasional evening or weekend to support programming.
- Local travel is required; must have a valid driver's license and access to own vehicle and clean DMV record.

Compensation: \$20.00 per hour

Why Join Us?

Working at Montalvo means becoming part of a passionate team dedicated to enriching our community through the arts. You'll have the opportunity to build meaningful relationships, support



Montalvo Employment Opportunity

inspiring programs and events, and contribute directly to an organization that values creativity, collaboration, and service.

We offer a comprehensive benefits package that includes medical, dental, vision, life insurance, long-term disability, a 401(k) retirement plan, flexible spending account options, and paid time off.

To Apply: Please submit a resume to hr@montalvoarts.org.

The position is open until filled. Applicants will be screened for qualifications and experience. Not all applicants who meet the minimum qualifications will be contacted or offered an interview.

We are an Equal Opportunity Employer and welcome candidates from all backgrounds and experiences.

For more detailed information about Montalvo Arts Center visit our website at www.montalvoarts.org.