JOB ANNOUNCEMENT

EVENTS ASSISTANT
PERMANENT PART-TIME LIMITED

Hours Depend on Events
$14.31 Hourly
2 Vacancies

Do you have experience setting up rooms & equipment for various events?

Do you enjoy working in a team environment?

If you answered “yes” to these questions, then come join the team at Parks & Recreation – Centennial Hall!

RESPONSIBILITIES
Under immediate supervision is responsible for assisting building technicians by placing and removing tables, chairs and related furnishing for Centennial Hall events.

Typical responsibilities include the following:
- Moves, sets up and takes down tables, chairs and staging.
- Places and moves audio-visual equipment.
- Assembles portable booths and attaches skirting to tables.
- Assists building technicians with dusting, sweeping and mopping and vacuuming. Does spot cleaning of restrooms.
- Replaces paper and products in restrooms.
- Picks up litter from walks, grounds and facility interior.
- Empties trash and garbage containers.
- Assists patrons in rearranging furniture and providing items supplied by Centennial Hall.
- Advises supervisor of security and safety concerns.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS
Not less than 18 years of age and physically able to do the work.

CLOSING DATE
A completed CBJ application form, Number P001, must be received by the Human Resources & Risk Management Department to be considered. This bulletin announces open until filled.

WHERE TO APPLY
Mail completed application to:
City and Borough of Juneau
Human Resources & Risk Mgmt. Department
155 South Seward
Juneau, Alaska 99801
www.juneau.org/human_resources

OR
Visit http://www.juneau.org/personnel/instruct.php for instructions on how to submit an application via email

Drop off completed application to:
City and Borough of Juneau
Human Resources Risk Mgmt. Department
101 Municipal Way, Suite 101
Juneau, Alaska 99801

OR
Fax completed application to:
(907) 586-5392

THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER