PARAMOUNT
CENTER FOR THE ARTS

JOB DESCRIPTION

TITLE:	Event Assistant	**DATE:**	10/30/25
REPORTS TO:	Operations Director	**DEPT:**	Operations

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Position Overview:

The Event Assistant plays a key role in supporting the operations and hospitality efforts for events and daily activities. This part-time position is ideal for someone who is organized, reliable, and enjoys working in a dynamic environment.

Key Responsibilities:

- **Hospitality & Event Support –70%**
  - Unload and stock food and beverage orders in storage areas
  - Pick up food and concessions orders from local stores
  - Stock coolers and maintain hospitality supplies
  - Do laundry related to hospitality needs
  - Oversee hospitality at designated events
  - Serve as the on-site hospitality contact for all Art Crawl events
- **Event Setup & Coordination – 15%**
  - Assist with room setup for various events
  - Send communications to front-of-house staff as needed
  - Update digital concessions screens in public service areas
- **Facility Maintenance – 15%**
  - Assist with daily cleaning as needed
  - Maintain cleanliness of workroom
  - Clean and maintain the Tech Site restroom weekly

Attend to other typical duties as required.

POSITIONS SUPERVISED	**NUMBER OF EMPLOYEES**
DIRECT	none
INDIRECT	none

SUPERVISION RECEIVED

The Event Assistant reports to the Operations Director.

FINANCIAL RESPONSIBILITY

While the role does not involve direct financial decision-making or handling money, it contributes to operational efficiency and cost control, which are essential to the organization's financial health.

CONTACTS

The Event Assistant relates to the following:

Operations Director as related to hospitality and front-of-house needs
Maintenance Manager for Theater/Tech Site cleaning
Finance Director for billing and purchase receipts
Supply vendors and contractors for purchasing or validating orders

QUALIFICATIONS

EDUCATION: High School diploma required
EXPERIENCE: Preferred candidates will have experience in hospitality or cleaning services, and a basic understanding of the activities of an arts center is beneficial.
SKILLS:

- Ability to lift and carry supplies (e.g., food and beverage orders)
- Strong attention to detail and cleanliness
- Good communication and teamwork skills
- Flexibility to work evenings or weekends
- Must have a valid Driver’s License and reliable vehicle to fulfill job duties
- Must pass a Background Check before position is approved.

WAGE & BENEFITS

This is part-time, non-exempt position, with varying days and times including some nights and weekends. Schedule varies throughout the year, up to 10 hours/week, $16/hour. Benefits include Minnesota’s Earned Sick & Safe Time (after 80 hours of work), free parking, option to join 401(k) retirement plan after one year of employment, discount in Gift Gallery, and complimentary tickets/registration to select Paramount events.

MISSION STATEMENT

The Paramount Center for the Arts’ mission is to engage, educate, enrich, and entertain through inspiring arts experiences.

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APPROVALS

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Executive Director DATE

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Human Resources/Finance Officer DATE

Original: 10/2025 Revised: