

Event Host

Written by GBP Staff
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GREEN BAY - Responsible for acting as on-site guest contact during private and corporate events at the Garden and help ensure first-class customer service is delivered on each occasion. Works closely with the Sales & Rental Coordinator to ensure a seamless transition from one staff person to another for each event.

Job Duties

- Serves as main Garden contact during each event and coordinates actions of additional Garden staff - custodial, security, maintenance, etc.
- Supervises event from set-up to tear-down.
- Ensures all guests, caterer, and vendors adhere to Garden policies.
- Attends client walk-through and/or rehearsal.
- Provides excellent customer service.
- Communicates with other staff members and vendors via walkie-talkie during events.
- Works with vendors to ensure they have all required facility information.
- Assists, as needed, in carrying out the Guest Services Desk duties, including answering phones, greeting guests, and processing admissions and purchases.

For FULL details, please go to: <http://www.gbbg.org/about-us/jobs-internships/id/66/>