



JOB ANNOUNCEMENT
Event & Security Attendant
Full-time, Part-time, On-call/Hourly

Overview

The Willamette Heritage Center, a museum of history and event venue rental space, is looking for a full-time and part-time Event & Security Attendant. This position provides campus-wide security, maintenance and janitorial support, with the primary focus on event venue rental spaces. No experience necessary.

Specialized Duties

- Event Venue Space Set-up - Work with Event & Security Supervisor and Event Rentals Manager to prepare event venue rental spaces according to established WHC guidelines and renter specifications, including:
 - setup and takedown of tables, chairs, and sound/visual equipment
 - cleaning and restocking rental spaces, kitchens, and restrooms
- Check-in and/or Check-out with Rental Clients – Greet and maintain regular communications with vendors and event rental clientele in a friendly, helpful, and professional manner while implementing and administering established *WHC Facility-Use Guidelines* including:
 - respond to client inquiries during events
 - conduct thorough inspections with clients at event check-out
- Close Site - Post-event takedown and setup for next scheduled event, store and secure equipment, lock-up and set security alarms.

General Facility Staff Duties

- Provide general maintenance and custodial support for daily operations as needed.
- Ensure the security of WHC staff, tenants, event rental clientele, visitors, and guests by responding to security requests and concerns, routine site security checks, handling emergencies, etc.
- Open/close campus such as clearing, locking, and securing buildings and gates as needed.
- Provide direction and/or assistance to visitors on site as appropriate for position.
- Support WHC sponsored events related to setup and takedown.
- Other duties as assigned.

Qualifications

- Excellent customer service skills
- Perform verbal communication clearly and effectively
- Knowledge of, or willingness to learn, occupational hazards and safety requirements relating to job duties
- Willingness to uphold and demonstrate the WHC standard of excellence while on and off duty
- Flexible, able to adapt to change
- Reliable, strong work ethic
- A good sense of humor

Physical Requirements

- Meet strenuous physical demands including lifting, pushing, bending, and climbing.
- Lift/carry/push up to 70 lbs.

Employment Terms & Benefits

- Must pass a criminal background check as appropriate for position
- Reports directly to Event & Security Supervisor
- Schedule varies based on event calendar, includes days, evenings, weekends and some holidays
- \$14-\$16/hour

Employment Terms & Benefits cont.

- Full-time = 35-40 hours/week with both day and evening/night shifts. Includes medical and dental insurance coverage, 16 hours PTO per month and 8 paid holidays per year.
- Part-time = 20 hours/week (average) with mostly evening and weekend shifts. Includes 8 hours PTO per month and 8 paid holidays per year.
- On-call = Schedule varies based on need. Includes PTO in accordance to applicable state law which is currently 1 hour per every 30 hours worked up to at least 40 hours per year.

About Us

The Willamette Heritage Center in Salem, Oregon, is a private, 501(c)(3) nonprofit organization dedicated to preserving and interpreting Mid-Willamette Valley History. With early settlement buildings dating as far back as the 1840's, we are one of Salem's most prominent community landmarks and are nationally recognized as an 'American Treasure'. Our beautiful 5-acre campus includes fourteen historic structures containing permanent and changing exhibits, a blacksmithing workshop, research library and archive, textile learning center, rentable event venue spaces, and rentable retail and office spaces. We uncompromisingly promote diversity and prohibit discrimination on the basis of age, color, creed, disability, gender identity, national/ethnic origin, race, religion, sex, sexual orientation, veteran/uniform status, and all other classifications protected by law.

Why Work for the WHC?

Be a part of something special! We are a team of dedicated, mission-driven staff and volunteers devoted to maintaining the WHC as a place for all to discover, engage, and make history. Our unique and innovative work environment provides a "home away from home" atmosphere, where the staff is empowered to be authentic, freely share ideas, and pursue their professional and personal goals.

Our campus is extraordinary and has something to offer to everyone! Be inspired by a walk through the oldest single-family house still standing in Salem, the *Boon House*, and learn about life on the Oregon Trail. De-stress by taking a few minutes to feed and watch the ducks in the millrace that flows through our park-like grounds. Be uplifted by the echo of children's laughter on site as they learn about their heritage during school tour season. Great things are happening here, and we need your unique skills, talent, and perspective to help us continue making history!

How to Apply

Email resumes to hollyk@willametteheritage.org

Let us know whether you are interested in a full-time, part-time, or on-call position.

To view job posting on company website go to: <https://www.willametteheritage.org/staff/>