



JOB ANNOUNCEMENT  
**Event & Security Attendant**

*Part-time/Full-time*

**Overview**

The Willamette Heritage Center, a museum of history, event venue rental space, and retail outlet is looking for an Event & Security Attendant, part-time (15-25 hours/week) to start, with the option to increase to full-time within 6-12 weeks. 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 - 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 Lead
- Schedule varies based on event calendar, includes days, evenings, weekends and some holidays
- \$15-\$16/hour

## **Employment Terms & Benefits cont.**

- Part-time = 15-32 hours/week with some day shifts but mostly evening and weekend shifts. Includes 8 hours PTO per month and 8 paid holidays per year.
- Full-time = 33-40 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.

## **About Us**

The Willamette Heritage Center in Salem, Oregon, is a private, 501(c)(3) nonprofit organization dedicated to gathering, preserving, and sharing Mid-Willamette Valley history. A visit to our site is a step back in time. Our five-acre property is home to fourteen historic structures that vividly weave together the story of the Mid-Willamette Valley and the development of today's diverse communities through permanent and changing exhibits, a research library and archive, a textile learning center, and rentable event spaces. Visitors explore the history and culture of the Kalapuya people, who have called this place home since time immemorial, follow the immigration of 19th-century missionaries and Oregon Trail travelers, and discover Salem's industrial past through wool, waterpower, and rails, including the 1896 Thomas Kay Woolen Mill, a National Park Service-designated American Treasure.

We uncompromisingly promote diversity and prohibit discrimination based on 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. Great things are happening here, and we need your unique skills, talent, and perspective to help us continue making history!

## **To Apply**

Email resumes to: [jobs@willametteheritage.org](mailto:jobs@willametteheritage.org)