



ARE YOU OUR NEXT EVENT ASSISTANT?

Join our team at North Dakota's Gateway to Science and play a vital role in ensuring the success of our events! We're looking for a detail-oriented, customer-focused Event Assistant to assist with event logistics, set-up, and tear-down while providing a seamless experience for clients and guests. This role is perfect for someone who enjoys working behind the scenes to create memorable events and is adaptable to the dynamic nature of event operations. If you love a good wedding and have service industry experience, let's talk!

WHAT IT LOOKS LIKE

Event Execution – approximately 50% of time

During events, you'll anticipate guest needs, assist with AV equipment, provide minor technical support, and help ensure guests comply with rental policies. You'll be a key player in creating a smooth and enjoyable event experience for event hosts and guests.

Event Setup and Breakdown – approximately 30% of time

You'll help transform spaces to meet client needs by setting up tables, signage, stanchions, podiums, and other equipment. After events, you'll assist with deconstructing setups, restoring spaces, and laundering linens.

Other Event Assistance – approximately 20% of time

You'll collaborate with the Events & Operations Manager to contribute to creative event solutions, ensuring each event meets high-quality standards. Additional duties may include assisting with light decor prep and other event-related tasks.

WE'RE LOOKING FOR SOMEONE WHO

- Enjoys meeting, working with, and supporting a broad range of individuals and groups.
- Can lift and move tables, chairs, and event equipment. (Accommodation available.)
- Can provide excellent customer service and anticipate event needs.
- Is comfortable assisting with AV and minor technical troubleshooting.
- Is dependable, responsible, and adaptable in a dynamic event setting.
- Has strong attention to detail and can handle multiple tasks efficiently.
- Can work independently and as part of a team.

EDUCATION AND EXPERIENCE

No formal education required. However, experience in catering, event planning, hospitality, hotel and restaurant management, customer service, or another service industry is required. Training provided.



EVENT ASSISTANT

10-20HRS/WEEK
(SUMMER)

MORE DETAILS YOU'LL WANT TO KNOW

This position reports to the Events & Operations Manager. Other duties may be assigned as necessary but will remain within the reasonable scope of Event Assistant responsibilities. The starting wage for this position is \$20-23/hour, depending on experience. Hours range from 10-20 per week and are adjusted seasonally based on event schedules. Evening and weekend availability required. There is room for advancement and potential for additional hours in the future. If you're looking for summer work or an additional event gig with potential for growth, we'd love to hear from you!

READY TO JOIN THE TEAM?

To apply, fill out and submit the online application.

We don't discriminate based on gender identity or expression, sexual orientation, race, religion, age, national origin, citizenship, disability, pregnancy status, veteran status, or other differences. Also, if you have a disability and there's a way we can make the interview process better, let us know (gscience@gscience.org w/ the subject line "Job Application Accommodations"). We're happy to accommodate.

If you have other questions, please email gscience@gscience.org.

We encourage early applicants and interview on a rolling basis. We intend to review applications through March 1, 2025 and may continue until we fill the role. The starting date is flexible.