



## PART-TIME VENUE STAFF

### COMPANY DESCRIPTION

Olio is a new, non-traditional event space for weddings, parties, corporate events, galas, and more. We are a small family business located in downtown Peabody, Massachusetts at our venue. This is an excellent opportunity for a qualified candidate to be part of a special startup and make real contributions to its growth. For more information about our company, visit [www.oliopeabody.com](http://www.oliopeabody.com)

### JOB DESCRIPTION

Olio is hiring for our Part-Time Venue Staff position. This team member represents the venue onsite during events, as well as during setup and cleanup. Hours fluctuate based on the event schedule and we are hiring on an ongoing basis.

This is a great job for someone with weekend availability, and perfect for a student or other professional seeking part-time extra hours. Duties include ensuring everyone onsite adheres to Olio's policies and standard operating procedures and helping to meet clients' expectations.

### QUALIFICATIONS

The ideal candidate for the Part-Time Venue Staff position will:

- Be available to work events on Fridays, Saturdays, or Sundays for up to a 12-hour shift.
- Periodic weekday availability is a plus.
- Have a very strong commitment to punctuality and sense of responsibility.
- Have a friendly demeanor and excellent customer service skills.
- Be able to problem solve and think on your feet.
- Be able to remain calm and function when working in challenging situations.
- Be able to regularly lift 30 pounds and spend several hours standing.
- Have a High School diploma or equivalent.

### WORK SCHEDULE

Typically shifts for events are Fridays, Saturdays, or Sundays for 9-12 hours; there are occasional shift opportunities on weekdays as well. Shifts are scheduled at least 2 weeks in advance and are done so around the availability of the Venue Staff with 2-5 shifts per month available. Work is year-round, although busier in the summer and fall event season. There is immediate availability.

### COMPENSATION

Pay starts at \$18/hour, and there is a potential for a pay increase depending on experience (non-exempt, hourly, tax liability: 1099).

### TO APPLY

Submit your resume to Becca Freifeld at [becca@oliopeabody.com](mailto:becca@oliopeabody.com). Preference will be given to candidates who reside near our location. No phone inquiries, please.

Olio Events LLC is an Equal Opportunity Employer. Candidates with diverse backgrounds and experience are encouraged to apply.