



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 mother/daughter team and our office is located in downtown Peabody, Massachusetts at our venue. This is an excellent opportunity for a qualified candidate to be part of a small, startup business and make real contributions to its growth. For more information about our company, visit 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.
- Have a very strong commitment to punctuality and sense of responsibility.
- Have a friendly demeanor and excellent customer service skills.
- Able to problem solve and think on your feet.
- Able to remain calm and function when working in challenging situations.
- Have a High School diploma or equivalent

WORK SCHEDULE

Typically shifts for events are Fridays, Saturdays, or Sundays for 9-12 hours. Shifts are scheduled at least 2 weeks in advance and are done so around the availability of the Venue Staff. Work is year-round, although busier in the summer and fall event season. There is immediate availability.

COMPENSATION

Pay is \$16-\$20/hour depending on experience (non-exempt, hourly).

TO APPLY

Submit your resume to Sarah Narcus at sarah@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 experiences are encouraged to apply.