

**Daytime Event Supervisor**

The City of York is seeking to hire a part-time Event Supervisor at the Holthus Convention Center. The Event Supervisor is responsible for assisting with preparation and supervisor of convention center events including: greeting guests, answering calls, assisting with tours, assisting with scheduling, preparation and supervision of events and pre and post event set up and clean up.

**Essential duties:**

Assist with scheduling of events and communicating with organization representatives

Assist with preparation and supervision of events

Work closely with clients to ensure high level of customer service

Effectively communicate with clients in friendly and positive manner

Assist with facility marketing and promotional efforts

**General Skills:**

Excellent organization and planning skills

Attention to detail

Ability to prioritize multiple projects and work under pressure

Working knowledge of Canva Design Program

Normal working hours M-F 10 am – 2 pm – with flexibility to work evenings and weekends, if necessary

Ability to frequently exert up to 25 lbs. and up to 50 lbs. on occasion

**Education & Experience**

High school diploma or equivalent

3 to 5 years of work experience

Applicant must be 18 years of age and authorized to work in the United States.

Salary: $15.50 per hour

Apply online at [www.cityofyork.net](http://www.cityofyork.net) or e-mail application to [dpfeifer@cityofyork.ne.gov](mailto:dpfeifer@cityofyork.ne.gov). Applications will be accepted until position is filled.

**City of York is an Equal Opportunity Employer**