

# The Southern Baptist Theological Seminary

## Position Description

**Position Title: Event Host/Hostess**

**Department: Event Productions**

**Position Code: G0418**

**Date Prepared: 4/13/2017**

**FLSA Status:**  Exempt  Non-Exempt

**Full Time:** Yes  No

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### **JOB SUMMARY:**

The Event Host/Hostess serves as the primary contact during an event, providing customer services for clients and information for necessary service areas.

### **ESSENTIAL JOB FUNCTIONS:**

The employee in this position will have the following essential job functions:

- Serve as a resource during events to ensure client satisfaction, resolving issues that may arise during an event or meeting
- Provide beverage, snack, lunch and dinner service setup when applicable
- Provide light housekeeping assistance
- Create and place event signage prior to events
- Assist with event coordination as needed
- Assist in maintaining clean and organized resources storage areas and office
- Monitor the venue and surrounding area for cleanliness, temperature control, and other issues related to the facility
- Must maintain a high standard of personal appearance, including proper business attire and nametag when interacting with campus guests
- Must be well organized and possess the ability to take initiative by anticipating guest needs and exceeding expectations

Performs other duties as may be assigned by supervisor.

### **EDUCATION:**

The person in this position must be a high school graduate. College experience is highly desired.

### **EXPERIENCE:**

The person in this position must have customer service experience. Event planning and coordinator experience is highly desired.

### **SUPERVISION:**

The person in this position will supervise no one.

The person in this position will report to the Manager of Event Productions.

**WORK ENVIRONMENT:**

The person in this position will work in an office environment. The employee assists during events on campus that will require walking, lifting and working outdoors.

**EQUIPMENT:**

The person in this position will use the following equipment: standard office equipment.