



# Total Arts!

Creative Arts Workshops

## Total Arts! Party & Event Staff Position

### Job Description:

The primary responsibility of Party & Event Staff will be to help run the Total Arts! week-end birthday parties for children aged 3-12 years old. This may involve:

- making sure the room and materials are set up properly before the party
- welcoming the host family and guests as they arrive
- assisting guests as they complete the projects/activities
- lending a hand throughout the event to make sure all aspects run smoothly
- interact with families and others onsite in a professional manner
- help clean up the space after the event

### Details:

- Total Arts! birthday parties run on Saturdays and Sundays on most week-ends from September through June, with occasional Friday afternoon events scheduled
- Most parties run 1.5 hours long with some options/packages lasting for 2.0 hours
- Staff would be expected to be onsite 60 minutes prior and 30 minutes after each event
- Staff would be scheduled on a regular basis depending on availability
- Staff may be given the opportunity to assist with running other events such as No-School-Days, community events, and summer programs

### Requirements: The Party & Event staff person should:

- Be at least 18 years old with a high school diploma
- Have a history of working with children
- Demonstrate excellent communication skills
- Be comfortable with taking initiative to ensure the event is running smoothly
- Be able to present themselves in a professional manner
- Be willing to complete a background check (paid for by Total Arts)
- Be willing & available to work frequently on Saturdays and/or Sundays, September - June
- Have reliable transportation to & from Total Arts

### Compensation:

This is a paid position ranging from \$15-\$20/hr depending on an individual's experience, skill set, and level of responsibility expected during the event. In addition, staff can earn a discounted rate on weekly classes for themselves or their children based on hours worked. Some exclusions may apply.

### Contact:

Those who are interested should send an email with a resume attached to Amy & Michele at [totalartsworkshops@gmail.com](mailto:totalartsworkshops@gmail.com) using the subject heading "Party & Event Staff Position".