

Events Assistant

Reports to: Facilities & Events Coordinator

Status: Hourly, Non-Exempt, Part Time

Job Summary:

Under the general supervision of the Facilities & Events Coordinator, the Event Assistant supervises weddings and other events on-site the day of the event.

Work Schedule:

Work scheduled as needed. Must be able to work long shifts during event days. Scheduled in advance; almost always on Fridays, Saturdays and Sundays. The longest shifts would be approximately 9:00am to 11:00pm, the shortest shifts from about 1pm to 11pm for wedding and reception, 4 hours minimum for a wedding ceremony only.

Essential Functions:

- Supervises contracted vendors, custodial services, and crew during the day of the event
- Follows Facilities & Events Coordinator's instructions and detailed setup guidance
- Monitors event and assures weddings and events operate according to USSB room use guidelines or policies
- Operates A/V equipment ; arranges for the setup and operation of any audio or visual needs the event requires
- Provides guidance and assistance to vendors and others to help create a successful and punctual event.
- Provides excellent customer service to wedding parties and event organizers

Essential Qualities & Skills

- Excellent communication skills; able to communicate via several parties and USSB effectively
- Prioritization skills; Able to self-manage and prioritize during events, able to work independently
- Solutions oriented; thinks out of the box to find solutions
- Punctual; Excellent time management skills
- Friendly and non-anxious presence; able to provide excellent customer service
- Have experience and be skilled in operating basic audio and visual equipment, and become proficient in the use of USSB's audio/visual equipment.
- Grounded in Unitarian Universalist Values: Supports the USSB mission as well as Unitarian Universalist principles and values. Commitment to accessibility, antiracism, and inclusion of diverse identities.

To see the USSB mission: <https://www.ussb.org/spiritual-life/who-we-are>

For more on Unitarian Universalist principles: <https://www.uua.org/beliefs/what-we-believe/principles>

Education and/or experience in film studies and digital media preferred. Congregational experience a plus.

Work Environment:

Onsite. Some tasks may be performed remotely. Proof of full vaccination required for employment.

Physical Requirements:

Moving and managing audio/visual equipment; working in diverse physical locations for filming; deskwork. Must be able to lift up to 40 pounds, bend, stoop.

Unitarian Society of Santa Barbara as an Employer

We are a community that welcomes people of diverse beliefs and backgrounds, wherever they are on their spiritual journey. We encourage all applications, especially those from members of traditionally marginalized communities, such as LGBTQ+, BIPOC (Black, Indigenous, and other People of Color), neuro-diverse people, and people with disabilities. We welcome applications from those whose skills and talents for this work are not reflected in a traditional educational or career path.

Dress Code and Recommendations

While there is no staff dress code, remember you are representing USSB. Decent casual dress is fine for the rehearsal; nicer attire for the wedding. You are not expected to dress up as a guest, but you are a visible part of their wedding. Something non-obtrusive and attractive is best. No baggy pants, t-shirts or hats. White shirt and black pants are always considered professional. It gets very warm in the balcony, especially during the summer. As a result, light weight fabrics and short sleeves are recommended. Please wear comfortable shoes, but not sports shoes. Bring a water bottle as well.