Roger Williams Park Zoo of Providence, Rhode Island, one of the nation’s oldest zoos and exhibiting over 100 animal species, is currently recruiting for seasonal Special Events Staff. Under the general supervision of the Public Relations and Marketing Staff this individual is responsible for helping to ensure high quality customer service at day and night-time events including, but not limited to Party for the Planet, Brew at the Zoo, Zoobilee, Jack-O-Lantern Spectacular and Spooky Zoo and evening rentals.

RESPONSIBILITIES

- Check in exhibitors/entertainers at different gates throughout the zoo
- Assist exhibitors/entertainers with getting equipment to table location and back out after event
- Check on exhibitors throughout an event/distribute waters
- Assist with Roger mascot when on grounds
- Carry and set up tables/chairs throughout the zoo
- Carry and set up A-frame boards to various locations throughout the zoo
- Line control (during busy events like Spooky Zoo and family nights at JOLS)
- Represent the zoo at tables/promotions during events (spooky zoo handing out candy or doing tattoos)
- Breakdown at close of event- putting tables/chairs/A-frames away and pick up event space
- Assist with getting promotional items ready for events-opening boxes, filling baskets etc.,
- Breaking down large quantities of boxes and bringing to transfer station
- Set-up maintain and clean-up Green Room for entertainers when necessary/keep orderly during event.

CRITERIA

Experience and Education:
Large and small event experience in a fast-paced environment is preferred, not required.

Skills and Aptitudes:
- Must be dependable and able to maintain a positive customer focus.
- Must be able to multi-task and problem solve quickly with supervision.
- Maintain a positive attitude and work well under pressure as a team or unsupervised.
- Ability to take direction, instruction and aid other team members (extension cords, etc.)
- Be flexible with quick changes to an event
Additional Requirements:

- Work early mornings and/or late nights AND weekends.
- Ability to lift and/or move objects up to 50 pounds.
- Ability to continually be on your feet for several hours and attend to many needs of the event-goers, requiring physical stamina and high energy levels.
- Ability to use a two-way radio during an event

Interested candidates are encouraged to send a cover letter and resume to:

Roger Williams Park Zoo
ATTN: Special Events Staff
1000 Elmwood Ave
Providence, RI 02907
-or-
employment@rwzoo.org