



Event Support Staff Job Posting

Roger Williams Park Zoo (RWPZ) of Providence, Rhode Island, is one of the nation's oldest zoos, exhibiting over 100 animal species. Our culture is built on our core values -community, fun, innovation, diversity, integrity, sustainability, and excellence. We value our role in the community as a treasured place for families and a trusted resource for learning; we create a sense of community for our staff and contribute to the global conservation community. We provide a fun experience for our guests and believe that a fun environment is essential to create a great workplace. We are willing to take risks, to propose novel ideas and to think "out of the box". Bold dreams are welcome here. We act with respect toward all. We value diversity and are intolerant of bias. Integrity and honesty drive our business practices and our relationships with each other and our constituents. We are driven by our vision of greater sustainability in our environmental practices and in our business model. We believe that by establishing a sustainable financial base we can best achieve our goals. We are always striving for excellence. We work to exceed expectations in all areas. We welcome all who share our core values!

RWPZ is currently recruiting for part-time, seasonal, non-exempt, Event Support Staff. The Event Support Staff is under the direct supervision of the Facilities Manager and/or Event Manager, the individual in the position is responsible for setup/break down of all sponsored events. This position offers flexible hours during the day, night, weekends, and holidays.

RESPONSIBILITIES

- Setting up and breaking down zoo sponsored events. This includes table and chair setup, tent setup and securing, tent and table decorations, repositioning tables, tents and chairs.
- Clean-up of event spaces and surrounding areas before and after zoo events.
- Inventory of zoo sponsored products for events.
- More inventoried product from supply truck or designated area to keep events stocked.
- Assist zoo event vendors with keeping stock (i.e. ice, garbage bags, cups, etc..)
- Assist with install, install, securing, and relocation of decoration elements for events.

- Implement and understand the proper and safe usage of all hand and small tools as needed.
- Use a step ladder up to 12'.
- Follow all Zoo procedures in regard to driving Zoo vehicles.
- Understand and follow all Zoo policies and procedures as described in the Team Handbook and in posted policies.
- Perform other duties as assigned or directed when deemed necessary by the Facilities Manager and/or Event Manager in order to meet the mission and objective of the Zoo.

CRITERIA

Experience and Education:

High school diploma or equivalent. Bilingual in multiple languages is a plus.

Skills and Aptitudes:

- Cooperative attitude and highly detailed.
- Highly organized and able to work with minimum supervision.
- Good communication skills.
- Ability to work in a high public contact area.
-

Additional Requirements:

- Successful completion of a background check, per organization policy.
- Willingness to work flexible work day schedule, including weekends, holidays, and night events.
- Frequently required to lift up to 50 pounds
- Frequently required to walk extensively or stand for prolonged periods of time

As Event Support Staff, you will be joining our team in showcasing our Zoo pride and excellence in customer service.

If you are interested in this exciting opportunity to be a team member at a well-renowned Zoo in the New England area, send a cover letter, resume and salary requirements to:

Roger Williams Park Zoo
ATTN: Event Support Staff
1000 Elmwood Ave
Providence, RI 02907

-or-

employment@rwpzoo.org



ACCREDITED BY THE
**ASSOCIATION
OF ZOOS &
AQUARIUMS**



rwpzoo.org

