



## Part-time, Event Support Staff Job Posting

Roger Williams Park Zoo (RWPZ) of Providence, Rhode Island, is one of the nation's oldest zoos, and home to 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.

RWPZ is currently recruiting for part-time, seasonal, Event Support Staff. The Event Support Staff is under the direct supervision of the Evening & Special Events Manager and/or the Special Events Assistant Manager. The individual in the position is responsible for setup/break down of all sponsored events. This position has varied hours during the day, night, weekends, and holidays as well as a varied workweek schedule.

### **RESPONSIBILITIES**

- Setting up, securing, and breaking down zoo sponsored events. This includes tables, chairs, tents, decorative elements, and lighting.
- Inventorying zoo equipment and decorative elements.
- Ensure event spaces and surrounding areas are prepared before and cleaned after zoo events.
- Assist with:
  - a. inventory and transporting of zoo sponsored products for events.
  - b. zoo event vendors with keeping stock (i.e. ice, garbage bags, cups, etc.).
  - c. installing, securing, and relocation of decoration elements for events.

- Perform other duties as assigned or directed when deemed necessary by the Operations management team and/or Event Manager in order to meet the mission and objective of the Zoo.

## **CRITERIA**

### *Experience and Education:*

This is an entry level position.

### *Preferred Experience and Education:*

Recent experience working with diverse populations and fluency speaking additional languages a plus.

### *Skills and Aptitudes:*

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

### *Additional Requirements:*

- Successful completion of a background check, per organizational policy, if applicable.
- Willingness to work flexible workday schedule, including weekends, holidays, and night events.
- Occasionally required to lift up to 30 pounds.
- Frequently required to walk extensively or stand for prolonged periods of time.

As a Part-time, 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](mailto:employment@rwpzoo.org)



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