



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.

RWPZ is currently recruiting part-time, year-round, non-exempt Special Events Support Staff. The Event & Support Staff is under the direct supervision of the Events Manager and the Assistant Events Manager; the individual in the position is responsible for setup/maintenance/break down of all Zoo wide events. This position offers flexible hours during the day, night, weekends, and holidays, depending on the needs of the event season.

Responsibilities:

- Setting up and breaking down zoo sponsored events. This includes tables, chairs, tents, and any other event specific needs.
- Installing event specific decorative elements and lighting. Involves working on ladders at heights of up to 12 ft.
- Organize and inventory event supplies pre-events, and clean and store supplies after events.
- Perform custodial duties as needed. Includes trash disposal and restroom maintenance.
- Work professionally with internal and external vendors in support of their events
- Lead groups of up to 10 volunteers in the set up or breakdown of events.
- Assist with crowd control during organizational events.

Required Experience, Training and/or Education

Required Experience and Education:

This is an entry-level position.

Preferred Experience and Education:

- Previous experience/ background in live event production.
- High School Diploma or equivalent.
- Recent experience working with diverse populations and fluency speaking additional languages a plus.

Competencies

- Cooperative attitude and a willingness to work as a part of a team.
- Experience using hand and power tools (Hammers, drills, cutting tools, etc.)
- Ability to drive Zoo vehicles (pickup trucks, utility vehicles, golf carts)
- Highly organized and able to work with minimal supervision.
- Excellent verbal and written communication skills.
- Ability to communicate effectively with the public.
- Attention to detail in everyday work practice.
- Ability to troubleshoot, problem solve, and implement solutions.
- Willingness to learn new skills and organizational information.

Additional Requirements

- Successful completion of a background check.
- Valid state driver's license.
- Willingness to work flexible work schedule, including occasional evenings, weekends and holidays depending on the needs of the event season.
- Willingness to be on call for zoo emergencies including severe weather conditions and participate in storm clean-up/ snow removal.
- Ability to work outdoors under various weather conditions, including extreme heat and extreme cold.
- Occasionally lifts and/or moves objects up to 50 pounds.
- During snowstorms, the employee is required to operate a snow blower and snowplow which may require long periods of sitting and standing.

Supervisory Responsibilities:

Volunteer staff.

As a member of our Event Staff Support team, 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 and resume to the address below.

Roger Williams Park Zoo
ATTN: Event Support Staff

1000 Elmwood Ave
Providence, RI 02907

-or-

employment@rwpzoo.org



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OF ZOOS &
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