



## 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 and we value diversity. 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 a part-time, year-round, Event Support Staff. The Event Support Staff works under the direct supervision of the Evening & Special Events Manager and/or the Evening & Special Events Assistant Manager. Individuals in this position are responsible for the set-up and breakdown of all sponsored events. This position works 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. This includes custodial duties such as trash disposal and restroom maintenance.
- Assist with:
  - a. inventory and transporting of zoo-sponsored products for events.
  - b. zoo event vendors 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.

### **Required Experience, Training and/or Education.**

#### *Experience and Education:*

Individuals who work in this position must be at least 18 years of age as they are required to drive Zoo vehicles, including utility vehicles and golf carts, on public roads.

#### *Preferred Experience and Education:*

One year's experience working as support staff in a professional live event environment is preferred. Recent experience working with diverse populations and fluency speaking additional languages is a plus.

### **Competencies:**

- Willingness to work as part of a team.
- Highly organized and able to work with minimal supervision.
- Excellent verbal and written communication skills.
- Good communication skills.
- Ability to:
  - communicate effectively with staff, vendors, etc.,
  - work in a high public contact area.
  - read, interpret, and process information from maps and plans.
  - drive Zoo vehicles (pickup trucks, utility vehicles, golf carts)
  - utilize standard hand tools and power tools.
  - work on ladders at heights of up to 15 feet.
  - occasionally lift objects up to 50 pounds.

### **Additional Requirements:**

- Successful completion of a background check.
- Valid driver's license.
- Willingness to:
  - work flexible workday schedule, including weekends, holidays, and night events.
  - be on call for zoo emergencies, including severe weather conditions and participate in storm cleanup/snow removal.
- Frequently required to walk extensively or stand for prolonged periods of time.
- Ability to work outdoors under various conditions, including extreme heat and extreme cold.

### **Supervisory Responsibilities:**

- None

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](mailto:employment@rwpzoo.org)



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



[rwpzoo.org](http://rwpzoo.org)

