



**METHOW VALLEY
COMMUNITY
CENTER**

Job Title:	Event Technician/office support		
Supervised by:	MVCCA manager	Job Hours	5 hours per week or equivalent
Location:	MVCC office & auditorium	Travel Required:	No travel expected
Level/Salary Range:	Start \$15.00 hour	Position Type:	Intern/ job share or independent
HR Contact:	Kirsten Ostlie	Date Posted:	Now
Will Train Applicant:	Will Train Applicant	Posting Expires:	When position is filled

Applications Accepted By:

Questions?
Call Kirsten Ostlie
509-997-2926
Or email; mvccenter@methownet.com

MAIL:
METHOW VALLEY COMMUNITY CENTER
P.O. Box 565
Twisp, WA 98856

Job Description

ROLE AND RESPONSIBILITIES

TO WORK WITH MANAGER AND BOARD ON MEMBERSHIP DRIVE, EVENT PLANNING & SUPPORT INCLUDING VOLUNTEER COORDINATOR.

Coordinate with director to help manage events in the MVCCA auditorium. This position may include attendance at the event, and does include returning after the event to make sure the building is clean and locked, and audio/visual equipment is put away.

- Open building, check restrooms, check heat, shovel and de-ice walkway
- Set up audio visual equipment, chairs, acoustic screens, lights, curtains, stage or green room if rented.
- Signage outside for MVCCA events
- For bands and larger events check supplies in restrooms, green room, kitchen, and perform general maintenance.
- During our events, if alcohol is served, monitor alcohol consumption per WSLCB guidelines

Applicant will manage membership drive annually, including follow up mailings.

Solicit and manage MVCCA event volunteers, including writing thank you/acknowledgment cards.

Applicant will manage events on behalf of the MVCCA

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Must pass a background check, have reliable transportation, and good communication skills . Must be honest, hardworking, and pay attention to detail.

PREFERRED SKILLS

Knowledge of sound system components, audio/visual components, computer skills (Mac & PC) Bluetooth, and WIFI. Ability to handle event coordination through organizational skills, liquor license, sales and accountability for proceeds.

ADDITIONAL NOTES

Applicant needs to be able to troubleshoot problems with ease, including facility heating system. Current CPR skills preferred.