

<b>Title:</b>	<b>Event Runner</b>
<b>Reports To:</b>	<b>Food and Beverage Manager</b>
<b>FLSA Status:</b>	<b>Nonexempt: Part-Time, Hourly</b>

**Overview:**

The Event Runner is responsible for supporting the bartenders and servers in high traffic event settings.

**Essential Duties and Responsibilities (Note: Other duties may be assigned)**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

- Responsible for all opening procedures and closing/locking procedures at the Honeywell Arts & Entertainment buildings.
- Opening procedures involve unlocking doors and ensuring appropriate lighting in various locations and rooms.
- Closing/locking procedures involve locking doors, ensuring lighting is off and the building is secure before closing.
- Conducts building and room set up as needed and adjusts as necessary.
- Ensures rooms are adequately set up for scheduled events.
- Ability to read and interpret Banquet Event Orders (BEOs).
- Performs teardowns.
- Acts as primary point of contact to Food and Beverage Manager or Banquet Captain as needs arise on show/event nights.
- Bar backs for bartenders during shows and private events.
- Attends all meetings as scheduled.
- Performs other tasks as assigned.

*Responsibilities are subject to change and increase as the position evolves.*

**Knowledge, Skills and Abilities**

*The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

- Adaptable, energetic, creative, positive, personable, and eager to learn.
- Professional interpersonal communication skills.
- Exhibits high levels of integrity, ethical behavior, and professional maturity.

- Excellent organizational skills and attention to detail.
- Ability to perform and prioritize multiple tasks seamlessly.
- Actively seeks opportunities and proposes solutions.
- Strong customer service skills.

**Education and/or Experience**

High School Diploma or experience in a related field.

**Environment and Physical Demands**

*The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

- Office environment and outdoor environment with various conditions.
- Constant walking and standing; frequent bending, stooping and reaching.
- Occasionally lift up to 50 lbs. with the ability to push or pull more than 50 lbs.
- Ability to work in a fast-paced environment.
- Strong sensory skills, such as good eyesight, good hearing, and dexterity.
- Ability to operate office equipment, including computers, copiers, fax machines, and phones.

**Other Requirements**

Position may require evening and weekend hours.