

## Events Assistant

- DEPARTMENT:** Philanthropy
- CLASSIFICATION:** This is a part-time, non-exempt (hourly) position, eligible for limited benefits including paid sick leave and complimentary tickets to Playhouse performances
- PAY:** \$19.00 per hour
- LOCATION:** On-site in La Jolla, California on the beautiful campus of the University of California, San Diego
- REPORTS TO:** Special Events Manager
- TO APPLY:** Submit a cover letter and resume to [resumes@ljp.org](mailto:resumes@ljp.org). Please include in the subject line - "Events Assistant"

### ABOUT LA JOLLA PLAYHOUSE

La Jolla Playhouse is a place where artists and audiences come together to create what's new and next in the American theatre, from Tony Award-winning productions, to imaginative programs for young audiences, to interactive experiences outside our theatre walls. Founded in 1947 by Gregory Peck, Dorothy McGuire and Mel Ferrer, the Playhouse is currently led by Tony Award winner Christopher Ashley, the Rich Family Artistic Director of La Jolla Playhouse, and Managing Director Debby Buchholz. The Playhouse is internationally renowned for the development of new plays and musicals, including mounting 120 world premieres, commissioning more than 70 new works, and sending 36 productions to Broadway, garnering a total of 42 Tony Awards, as well as the 1993 Tony Award for Outstanding Regional Theatre.

La Jolla Playhouse is committed to diversity in all areas of our work, on and off stage. We lead with our values and encourage individuals with unique perspectives to apply. La Jolla Playhouse is proud to be an Equal Opportunity Employer (EOE).

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## **ABOUT THE POSITION**

Reporting directly to the Special Events Manager or Event Lead, the Events Assistant provides operations support for La Jolla Playhouse stewardship, engagement, and fundraising events.

## **ESSENTIAL JOB DUTIES**

- Provide support at afternoon/evening/weekend events, including VIP Celebration Nights (six per year), Inner Circle (six per year), Military Nights Out (six per year), corporate receptions, Gala (spring) and Innovation Night (fall).
- Help with event set up: place candles, decor, flowers, drop linens and pillows, food stations (plates, napkins, cups, etc.)
- Assist bartenders by replenishing the supplies at their stations throughout the event (product, cups, napkins, etc.)
- Support food stations if the caterer needs any supplies; walk the event space and dispose of any empty plates, trash, etc.
- Prepare cast and crew meal area - plates, napkins, utensils, etc.
- Work with UC San Diego facilities team to clear empty plates, cups, trash, or move furniture if needed
- Post-event breakdown: place soiled linens in bags; collect decor, flowers, pillows; close doors, buildings; put away sound system, etc.
- Distribute and collect directional and informational signage before and after the event.
- Responsible for locking up and securing the premises at the end of the night.
- Other duties as assigned by Special Events Manager or Event Lead.

## **REQUIREMENTS AND PROFICIENCIES**

- Flexibility and adaptability are core to success in our Philanthropy Department
- A positive attitude and spirit of teamwork
- Ability to interact courteously and productively with staff, vendors, and guests
- Alignment with the mission and values of La Jolla Playhouse

## **PHYSICAL REQUIREMENTS**

- Frequently lifts/moves items weighing up to 50 lbs.
- Frequently moves about throughout Playhouse buildings and event spaces, both indoor and outdoor.
- Ability to drive and willingness to occasionally run errands, as needed.
- Regular and predictable on-site attendance and ability to work events on evenings and weekends.
- Must be able to work a flexible schedule, including nights, weekends and holidays.