

UHEIGHTS

Assistant Events Coordinator

University Heights Center (UHeights) is seeking a part-time Assistant Events Coordinator. UHeights is a non-profit, 501(c)(3) arts & education center located in a 1902 historic building in Seattle, Washington. The mission of UHeights is to promote life-long learning, creativity, culture, and community activism, and the preservation of our historic building.

Together with our 11 resident organizations, we bolster our neighborhood through early learning and K-12 specialized education, afterschool arts activities, arts and cultural programming, and direct human services for people who are unhoused in our community. UHeights forges dynamic collaborations with theatre groups and artists all over Seattle and created the UHeights Theatre Alliance and the UHeights Artist Collective. We also provide reduced rates to community and arts organizations for rehearsals and performances in our event space, The Auditorium.

We are looking for an outgoing, team player who will enjoy the variety of working for a growing grassroots nonprofit organization.

This is a part-time, non-exempt position requiring weekend and evening work to manage events.

Job Summary:

The Assistant Events Coordinator will be focused mostly on Arts & Culture related events in The Auditorium throughout the year, and outdoor events during the Summer.

Reports to: Outreach and Events Coordinator

General areas of responsibility:

Auditorium Management

- Manage all functions of our 100-seat performance space, The Auditorium. Support performances with day-of event assistance, including sound and lighting, audience seating, set-up/tear-down, cleaning; photography.

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- Teachers Lounge: Manage bar and concessions, including maintaining inventory counts, updating promotion signage at Lounge and throughout the building; have or be able to obtain MAST-12 (Bartending) certification and adhere to liquor license laws; do not serve visibly intoxicated attendees or underage visitors; use Square payment system, operate tablet at counter to log all sales.

COMPENSATION: \$19/hour; sick leave accrual.

TO APPLY: Submit cover letter and resume to jobs@uheightscenter.org.

UHeights is an equal opportunity employer. We are dedicated to the goal of building a diverse staff committed to working in a multicultural environment. We strongly encourage applications from women, minorities, individuals with disabilities, and veterans.

Ideal Start Date: September 2021

Job open until filled