



**OFFICE OF THE
CITY ADMINISTRATOR**
147 WABASH STREET, MILAN MI 48160
PHONE: (734) 439-1501
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Position Title: Event Supervisor

Reports To: Community Engagement Director

Hourly Rate (Non-Union Position): \$15.00 per hour

Part-Time: Evenings and weekends (schedule will coincide with rentals & events)

**3-5 positions available: Shift schedule based on availability and posted at least one week in advance.*

General Statement of Duties:

This position is an irregular part time role; the individual is responsible for oversight of rentals at The Center and providing supervision and support during select community events, such as Live from Tolan Square.

Supervision Received:

The duties of the Event Supervisor position are performed under the direct supervision of the Community Engagement Director.

Essential Duties and Responsibilities include the following:

- Opening of rental facility and prep building for renters including turning on the lights, stocking restroom with paper products, unlocking doors, etc.
- Communicate with renters upon arrival and throughout the rental as needed.
- General building oversight for duration of the event
- Conduct walk-through with renters at conclusion of event.
- Communicate any concerns/issues with supervisor or emergency contacts provided.
- Responsible for building closure after rental including ensuring renters leave building in good condition, turning off lights, locking doors, etc.
- Duties related to community events may include set up, tear down, communication with performers, general event supervision and other duties as assigned by the Community Engagement Director.

Qualifications:

- Must be 18 years of age or older.

Supervisory Responsibilities: This position does not supervise any other staff members.

Work Environment:

While building rental supervision will be primarily indoors, this position may require occasionally working outdoors as specific events dictate.

Physical Demands:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position. The job description is subject to change by the employer as the needs of the employer and the requirements of the job change.

JAMES LANCASTER
CITY ADMINISTRATOR