



Position Available

Special Events Assistant

Non-exempt, Seasonal, Part-time

Special Events Assistant consisting of 15-20 hours per week on a regular basis. This job consists of daytime hours, nights, and on occasion weekend and holiday work. Must be able to work 4-6 nights per month. Applicants must be 21 years of age or older.

Employees are responsible for providing a wide variety of services for Burritt events. Duties include event preparation, running errands, handling alcohol, set-up, break-down and clean-up. This is a physically active position and employees must be able to lift 30-40 pound and be on their feet for long periods of time.

Employee must interact with clients, vendors and staff to ensure rules and policies are followed, while being hospitable and friendly.

Employee must attend and pass the Responsible Vendor Training program as prescribed by the Alabama Beverage Control.

Applicants must be hospitable and be a team player. They should be effective communicators and must be friendly, outgoing, and reliable. They should also have reliable transportation and able to report to work on time. Multi-tasking and organization is a must. Computer knowledge, including Word and Excel, is a plus.

Pay is \$11 per hour and a part-time job.

Must be 21 years of age or older and hold a high school diploma or GED.

Please submit a resume and cover letter: stephanie.timberlake@huntsvilleal.gov

Burritt on the Mountain is committed to providing equal employment opportunities to all applicants for employment. Accordingly, all terms and conditions of employment will be carried out without regard to race, color, religion or creed, national origin or ancestry, sex (including pregnancy, sexual orientation or gender identity), age (40 or older), status as an individual with a physical or mental disability, veteran status, genetic information, and citizenship, or any other factor protected by federal, state, or local law.